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ABSTRACT

Designed as an instructional guide to help students develop library skills for sociological research, this workbook which accompanies an introductory college level sociology course is divided into ten chapters. Chapter one covers the author-title catalog; the Library of Congress classification system; card catalog filing rules; the subject catalog; subdivisions; tracings; and the subject search process. Chapters two and three cover major reference books and sociology journals respectively. Chapter four tells how to find journal articles using indexes and abstracting sources. Chapter five features magazines, newspapers, and newspaper indexes. Chapters six, seven, and eight cover public opinion surveys, statistical sources, and United States government documents. Chapter nine features the "Social Sciences Citation Index" and computerized information retrieval services. Chapter ten provides a simplified style manual guide to assist students with the proper way to acknowledge cited sources in research papers. The workbook includes chapter bibliographies, illustrations, and examples. (JH)

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LIBRARY SKILLS FOR SOCIOLOGICAL RESEARCH

A WORKBOOK FOR SOC 121

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STATE UNIVERSITY OF NEW YORK AT STONY BROOK

MELVILLE LIBRARY

1985

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CHAPTER ONE

THE AUTHOR-TITLE AND SUBJECT CATALOGS

After reading this chapter you will be able to do the following:

- -determine if the library owns a particular book by looking up its author or title in the Author-Title Catalog
- -interpret the different elements of a catalog card
- -understand the Library of Congress call number and how it relates to a book's shelf location in the library
- -use the Library of Congress List of Subject Headings to compile a list of subject headings for your topic
- -effectively use the Subject Catalog to determine what books (and other materials) the library owns on your topic

THE AUTHOR-TITLE CATALOG

The card catalogs in the Reference Room may be thought of as an index to the library's collection. Library materials are listed alphabetically in these catalogs in three ways: by author, title, and subject. In the Author-Title Catalog, the cards for both authors and titles of books are interfiled in one alphabet. Therefore, the Author-Title Catalog should be consulted when you are looking for a particular book and you know its author and/or its title. The book will be listed both ways. This catalog is also useful in determining which titles of a particular writer's work are owned by the library.

In addition to the cards filed in the Author-Title Catalog for authors and titles of books in our library, there are cards filed for others (such as editors, compilers, illustrators, and photographers) who contributed to the work. Other important information that appears on catalog cards are the Library of Congress call number, the imprint, the collation, and the tracings. Because these terms may be new to you, their definitions follow the illustrations on the following page, which show two different ways that one book may be listed in the Author-Title Catalog.

AUTHOR CARD

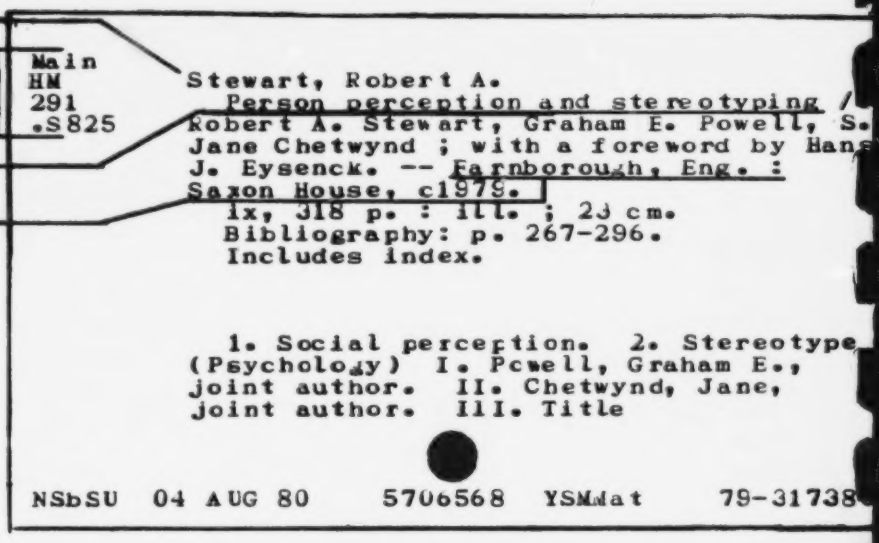
Author

Library of Congress Call Number

Title

Imprint

The author card (right) would be filed under the author's surname in the "S" section of the Author-Title Catalog. The title card (below) would be filed under the title in the "P" section of the Author-Title Catalog.



Main
HM
291
.S825

Stewart, Robert A.
Person perception and stereotyping /
Robert A. Stewart, Graham E. Powell, S.
Jane Chetwynd ; with a foreword by Hans
J. Eysenck. -- Farnborough, Eng. :
Saxon House, c1979.
ix, 318 p. : ill. ; 23 cm.
Bibliography: p. 267-296.
Includes index.

1. Social perception. 2. Stereotype
(Psychology) I. Powell, Graham E.,
joint author. II. Chetwynd, Jane,
joint author. III. Title

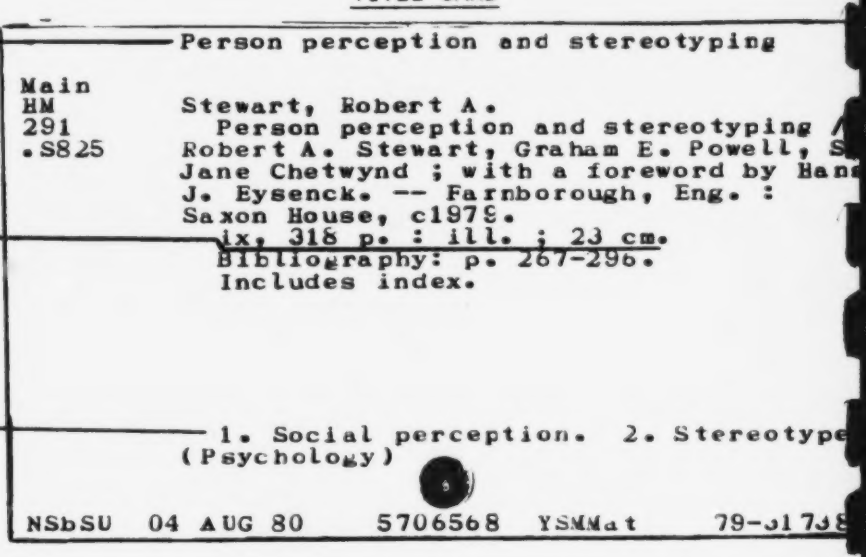
NSbSU 04 AUG 80 5706568 YSMMat 79-31738

TITLE CARD

Title

Collation

Tracings
(Note: title cards do not list all tracings; compare with author card above.)



Person perception and stereotyping

Main
HM
291
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Stewart, Robert A.
Person perception and stereotyping /
Robert A. Stewart, Graham E. Powell, S.
Jane Chetwynd ; with a foreword by Hans
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1. Social perception. 2. Stereotype
(Psychology)

NSbSU 04 AUG 80 5706568 YSMMat 79-31738

Library of Congress call number: a number assigned to a book which indicates its "address" in this library, and which is a code for the subject of the book.

imprint: place of publication, name of publisher, and date.

collation: the number of pages in a book's preface (roman numerals), the number of pages in a book's main section, its height in centimeters, presence of illustrations, indexes and bibliographies.

tracings: notes on the bottom of the card which indicate the subject headings under which the book is listed in the subject catalog (arabic numerals), and the additional entries under which it is listed in the author-title catalog (roman numerals).

6

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LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

In the Library of Congress system, the alphabet is used to designate broad subject categories. The first letter (or letters) of any call number indicates what the subject is. For example, books with call numbers beginning with "H" fall into the area of the social sciences; "HM" denotes general and theoretical works of sociology; "HQ" is assigned to materials concerned with the family, marriage, and women; "HV" designates books about social pathology; and so on. As this demonstrates, each letter can be further refined into subtopics by the addition of a second letter. The goal of this type of classification system is to shelve books on similar subjects together. This allows for browsing the shelves in a call number range to discover books related to your area of interest.

Besides letters, a call number includes numbers that further identify the book. Since each book has its own unique call number, the many different combinations of numbers and letters provide the variations of call numbers needed for the large collection in a library such as ours. An example of a call number assigned to a book is shown below.

Main
HQ
579
.M37
1974

This call number may be interpreted as follows:

Main----indicates that the book is shelved in book stacks in the Main Library.
HQ------indicates social science book about marriage, family, and/or women.
579-----more specifically identifies the subject
.M------the first letter of the author's surname.
37------further identifies the author
1974----book's publication date; especially important for distinguishing different editions of the same book.

FILING RULES

Cards are filed in the catalogs alphabetically according to a set of rules established by the Library of Congress. Two of the most important filing rules follow:

1. Word-by-word. Entries are filed in a word-by-word arrangement with each word in the entry treated separately. As a result, New Times precedes Newsday, because "new" comes before "news." "Nothing comes before something" is one way of remembering this rule.

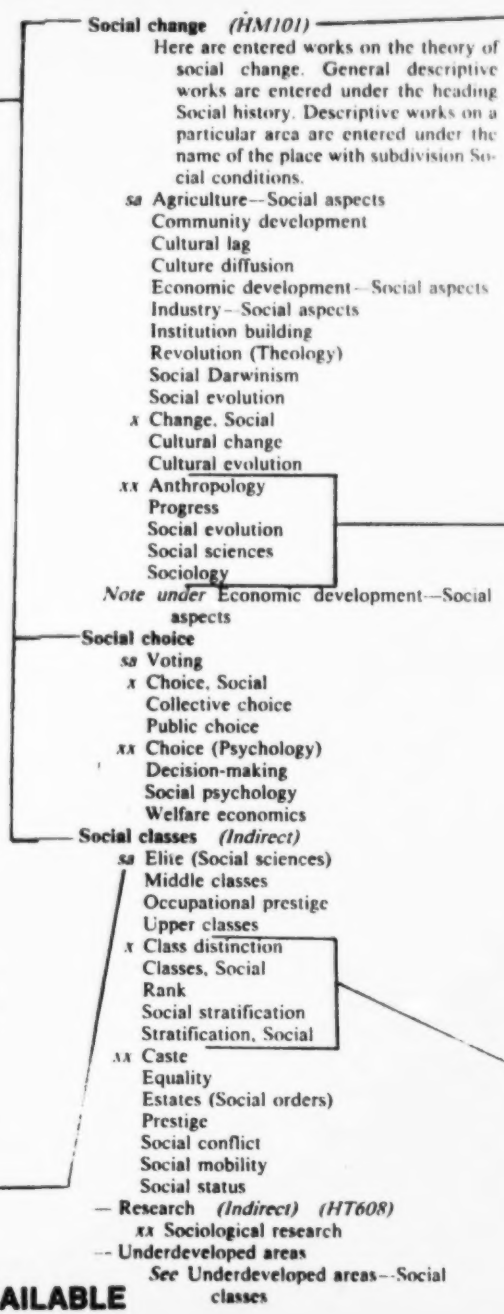
2. Articles. When an article such as "the" or "a" is the first word of a title, it is disregarded when the card is filed. Consequently, The Gin Game would be filed under "Gin." However, articles within the entry are considered in the word-by-word arrangement.

THE SUBJECT CATALOG

The Subject Catalog may be defined as the catalog that lists, under a set of subject headings, the books, periodicals, and other materials the library owns. The headings which are used in the Subject Catalog are taken from a book called the Library of Congress List of Subject Headings. The two large red volumes which contain this "list" rest on the Subject Catalog, and there is another set behind the reference desks. To make the most effective use of the Subject Catalog, you should consult these volumes to find what subject headings to look up in our catalog to find books on the topics you are researching. The excerpt from the Library of Congress List of Subject Headings on the following page is annotated to focus on and explain the major elements of the List.

After you've compiled a list of potentially useful subject headings from the Library of Congress List of Subject Headings, go to the Subject Catalog, and check under those headings to see if they are included in the catalog drawers. If they are, they will be clearly typed at the top of "guide cards." These cards stand out because they are slightly taller than regular catalog cards, and are covered by protective plastic jackets. Look through the catalog cards filed behind these guide cards to find titles related to your topic.

Excerpt from the Library of Congress List of Subject Headings



Social change *(HM101)*
Here are entered works on the theory of social change. General descriptive works are entered under the heading Social history. Descriptive works on a particular area are entered under the name of the place with subdivision Social conditions.
sa Agriculture—Social aspects
Community development
Cultural lag
Culture diffusion
Economic development—Social aspects
Industry—Social aspects
Institution building
Revolution (Theology)
Social Darwinism
Social evolution
x Change, Social
Cultural change
Cultural evolution
xx Anthropology
Progress
Social evolution
Social sciences
Sociology
Note under Economic development—Social aspects

Social choice
sa Voting
x Choice, Social
Collective choice
Public choice
xx Choice (Psychology)
Decision-making
Social psychology
Welfare economics

Social classes *(Indirect)*
sa Elite (Social sciences)
Middle classes
Occupational prestige
Upper classes
x Class distinction
Classes, Social
Rank
Social stratification
Stratification, Social
xx Caste
Equality
Estates (Social orders)
Prestige
Social conflict
Social mobility
Social status

— **Research** *(Indirect)* *(HT608)*
xx Sociological research

— **Underdeveloped areas**
See Underdeveloped areas—Social classes

BOLD FACE HEADINGS

These are terms which can be looked up in our Subject Catalog. We have many of these bold face headings in our catalog; however, if we have no books on a topic, the Subject Catalog will not include headings for that topic.

Call number area under which books on this topic would be shelved.

Headings next to and under the symbol "xx" are also potentially useful. These headings are usually more general than the bold face heading under which they are listed. For example, under the bold face heading, "Social change," the terms "Anthropology," "Progress," "Social evolution," etc., all appear next to or just below the "xx" symbol. All these terms may be looked up in the Subject Catalog.

Headings next to and under the symbol "sa" (meaning see also) are potentially useful headings too. These headings are closely related to (and usually more specific than) the bold face heading under which they appear. For example, under the bold face heading, "Social classes," there is a notation that you may see also (sa) "Elite (Social sciences," "Middle classes," "Occupational prestige," and "Upper classes" in the Subject Catalog.

Headings next to and under the the symbol "x" are not usable headings. For example, under the bold face heading, "Social classes," the terms, "Class distinction," "Classes, Social," etc., are not terms you can look up in the Subject Catalog. The term, "Social classes," should be looked up instead of those terms.

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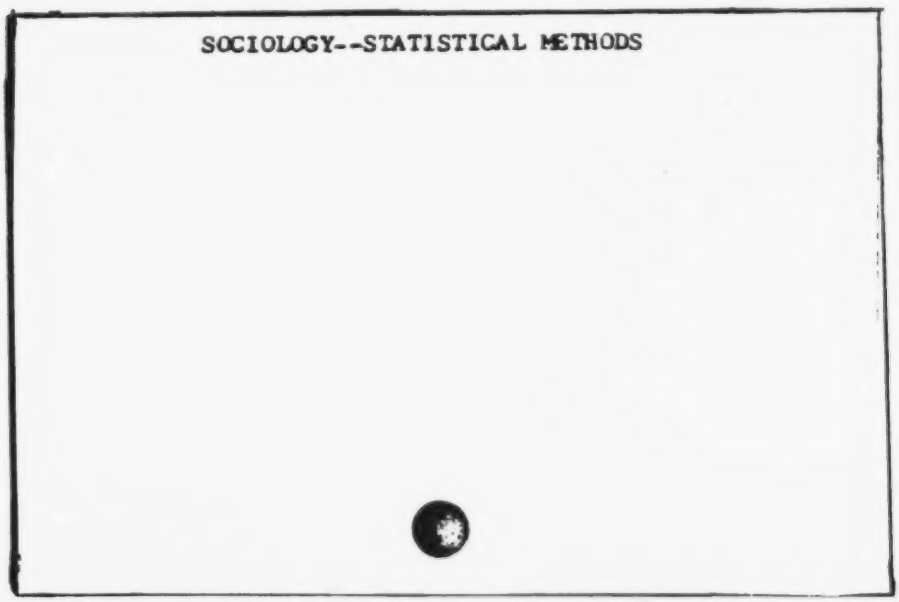
If you are looking for information about a person, a city, or any other name that is normally capitalized (that is, all proper nouns), you can probably go directly to the Subject Catalog to find relevant books. Most proper nouns are not listed in the Library of Congress List of Subject Headings because their inclusion would make this work even larger than it already is. Aside from this exception, to ensure that you are looking up all the possible subject headings assigned to your topic, use the Library of Congress List before you go to the Subject Catalog.

SUBDIVISIONS

The subject headings printed in the Library of Congress List of Subject Headings and used in our Subject Catalog can be made to express more specific concepts by adding subdivisions to them. For example, the heading "Sociology" can have the subheading "Statistical Methods" appended to it. In the Library of Congress List, appropriate subheadings are indicated by printing them, preceded by a dash, beneath the headings with which they may be used (see preceding page). In our Subject Catalog, the guide card for this heading would look like the example below. Behind this guide card you would find books about statistical methods in sociological research.



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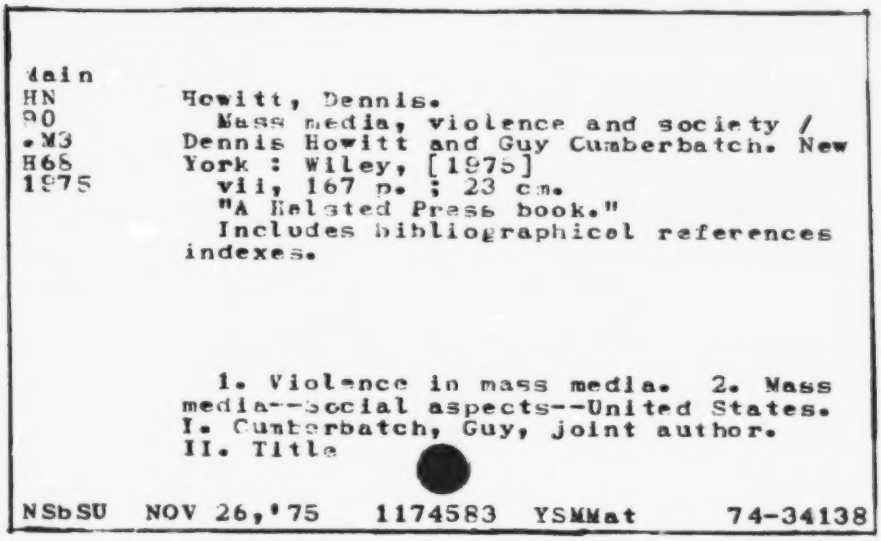
TRACINGS

"Tracings" have already been mentioned on page 2. They are the group of numbered entries that appear at the bottom of catalog cards. Tracings preceded by arabic numbers are subject headings and they indicate the headings that a book is listed under in the Subject Catalog.*



Main
HN 90 .M3 H68 1975

Howitt, Dennis.
Mass media, violence and society / Dennis Howitt and Guy Cumberbatch. New York : Wiley, [1975]
vii, 167 p. ; 23 cm.
"A Halsted Press book."
Includes bibliographical references indexes.

1. Violence in mass media. 2. Mass media--Social aspects--United States. I. Cumberbatch, Guy, joint author. II. Title

NSbSU NOV 26,'75 1174583 YSMMat 74-34138

The sample card shown for Dennis Howitt's book is from the Author-Title Catalog. If this were a useful book for your research topic, you could use the subject tracings shown at the bottom to help you look up additional books in this library that fall within the range of your topic. To do this, go to the Subject Catalog and look under the headings "Violence in Mass Media" and "Mass Media--Social Aspects--United States." Under those headings you would find cards for Howitt's book, as well as for others on the same topic.

*Tracings preceded by roman numerals are additional entries under which a book is listed in the Author-Title Catalog.

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THE SUBJECT SEARCH PROCESS: A SUMMARY

A search of the Subject Catalog for books on a particular topic should begin with the Library of Congress List of Subject Headings. Use these volumes to compile a list of appropriate headings for your topic. Remember that while most proper nouns do not appear in the Library of Congress List, they can be looked up in the Subject Catalog nonetheless. Next, look up the terms you found in the Subject Catalog. Note down the authors, titles, imprints, and complete call numbers of books which look most relevant. Finally, check the tracings on the cards for these books for additional relevant subject headings, and look these headings up in the Subject Catalog to find more books on your topic.

CHAPTER TWO

SOME MAJOR REFERENCE BOOKS

After completing this chapter you will be familiar with

- -the kinds of social science informational questions that can be easily answered by reference books
- -the types of reference books that can answer these questions
- -some methods for finding these books on your own

INTRODUCTION

This chapter describes several types of reference books which can help you answer a variety of basic research questions quickly and conveniently. The sources tend to present information in brief, concise format, and therefore suit the student who is in need of background or review information. The types of sources covered are the following:

*Specialized Encyclopedias
*Specialized Dictionaries
*Sociological Handbooks
*Biographical Sources and Directories
*Subject Bibliographies

SPECIALIZED ENCYCLOPEDIAS

Articles in this kind of encyclopedia are on topics that relate to one field or area of study. This is in contrast to general encyclopedias (e.g. Encyclopedia Americana) which attempt to include articles on all the world's knowledge. Articles in specialized encyclopedias are written by experts in their fields and are intended to be read by serious researchers who are in need of scholarly overviews of topics in a given discipline. The articles also contain bibliographies which list additional significant writings on the topics covered.

Two outstanding specialized encyclopedias in the Reference Room are the Encyclopaedia of the Social Sciences (Ref H41. E6) and the International Encyclopedia of the Social Sciences (Ref H40.A2 I5). The first work is fifteen volumes and was published in the 1930's. The second work of seventeen volumes, plus a biographical supplement, was published in the 1960's. In addition to providing the reader with descriptions of the development of social thought and institutions, there are reviews of knowledge in the disciplines of sociology, psychology, political science, anthropology, statistics, economics, history, and law.

For a listing of specialized encyclopedias in the social sciences, see the bibliography at the end of this chapter.

SPECIALIZED DICTIONARIES

The function of a specialized dictionary is to define a science's special vocabulary and terminology. The reference room contains a number of social science and sociology dictionaries. Definitions in these works are often lengthy and, in some cases, almost encyclopedia length, especially when a term's derivation and history are being examined (e.g. Fairchild's Dictionary of Sociology, Ref HM17.F16). A dictionary such as Holt's Dictionary of Modern Sociology (Ref HM17.H63 1969b), defines both specialized and popularly used sociological terms.

For a listing of these dictionaries, see the end of the chapter.

SOCIOLOGICAL HANDBOOKS

Handbooks summarize major theories and describe the research methodology of a given field. They are really written for the practitioner to be used as a quick and easy consultation tool. They often include citations to landmark writings. Gardner Lindzey's Handbook of Social Psychology (Ref HM251.L485) is an example of one such work. See the end of this chapter for a more complete listing of handbooks for sociology and related fields.

BIOGRAPHICAL DICTIONARIES AND DIRECTORIES

Biographical dictionaries give information on individuals' lives. Depending on the source being used, articles can be quite long or extremely short. Some biographical sources include only individuals who are alive (e.g. Who's Who in America, Ref E663 .W5612), while others only cover deceased persons (e.g. Dictionary of American Biography, Ref E176.D562).

An example of a biographical dictionary which identifies American social scientists is American Men and Women of Science (Ref Q141 .A47).

The main purpose of a directory is to identify a person's address and possibly his/her phone number and professional affiliations (e.g. the National Faculty Directory, Ref L901.N34). There are also directories that give information about organizations (e.g. the Encyclopedia of Associations, Ref AS22.E5). A directory of sociologists is the American Sociological Association's Directory of Members (Ref HM9.A725).

It would be impossible to list in this book all the biographical dictionaries and directories that could be of potential interest to a sociologist. But two very handy sources which identify many of these types of reference works are the Directory of Directories (Ref AY2001.D55), and the Biography and Genealogy Master Index (Ref CT213.B56). Another very useful general source

for biographical research is Biography Index, (Reference, Index Table 7). While these works do not themselves contain individual biographies, they identify articles and books that do.

SUBJECT BIBLIOGRAPHIES

A subject bibliography is a book that lists writings on a specific topic. These writings can be books, journal and newspaper articles, and other sources of information. Some subject bibliographies will include brief annotations (summaries) of the writings that are listed. The major advantage of this type of reference book is that it lists in one volume many writings on a given topic. An example of a subject bibliography is Women and Society (Ref HQ1399.E4). For a list of subject bibliographies, see the end of this chapter.

HOW TO FIND REFERENCE BOOKS ON YOUR OWN

Many students are gratified to know about the existence of helpful reference books but would also like to know how they can routinely find books like these on their own without having to ask a reference librarian. There are two basic ways to do this and they are outlined below.

1. Know the areas (or call numbers) in the Reference Room where books on your topic are shelved (e.g. books on "marriage and family" are in the call number area HQ503 - 1057, while books on "drug abuse" have the call numbers HV5800 - 5840). Then, take the time to browse the area to see what is on the shelves.

2. Use the subject card catalog and look under appropriate subject headings for your topic. You may have to use the Library of Congress List of Subject Headings to determine what the headings are.

The following examples illustrate what some of these headings would look like.

To look for an encyclopedia in the social sciences, the correct subject heading would be:

Social Sciences -- Dictionaries and Encyclopedias

For a dictionary in sociology, you would look under the heading:

Sociology -- Dictionaries and Encyclopedias

For a sociological handbook, look under the heading:

Sociology -- Handbooks and Manuals

For a biographical dictionary of sociologists, use the heading:

Sociologists -- Biography -- Dictionaries

To find a directory of sociologists, use:

Sociologists -- Directories

To locate a subject bibliography on a specific topic (such as "white collar crime"), use the LC List of Subject Headings to determine the correct heading and then attach the term "bibliography" to it. In the case of "white collar crime," the heading would be, "White Collar Crimes -- Bibliography".

CHAPTER BIBLIOGRAPHY

Following is a selective list of useful reference works related to sociological research, some of which have already been mentioned in this chapter.

I. SPECIALIZED ENCYCLOPEDIAS

Dictionary of American History (Ref E174 .A43 1976)

Encyclopaedia of the Social Sciences (Ref H41 .E6)

Encyclopedia of Bioethics (Ref QH332 .E52)

Encyclopedia of Crime and Justice (Ref HV6017 .E52 1983)

Encyclopedia of Education (Ref LB15 .E46)

Encyclopedia of Psychology (Ref BF31 .E52)

Encyclopedia of Social Work (Ref HV35 .S6)

Harvard Encyclopedia of American Ethnic Groups (Ref E184 .A1 H35)

International Encyclopedia of Population (Ref HB849.2 .I55 1982)

International Encyclopedia of Statistics (Ref HA17 .I63)

International Encyclopedia of the Social Sciences (Ref H40 .A2 I5)

II. SPECIALIZED DICTIONARIES

Dictionary of Modern Sociology (Ref HM17 .H63 1969b)

Dictionary of Sociology (Fairchild) (Ref HM17 .F16)

A Dictionary of Sociology (Mitchell) (Ref HM17 .M56 1968b)

A Dictionary of the Social Sciences (Ref H41 .G6)

III. HANDBOOKS

Handbook of Contemporary Developments in World Sociology (Ref HM19 .H23)

Handbook of Cross-Cultural Human Development (Ref BF721 .H243)

Handbook of Industrial and Organizational Psychology (Ref HF5548.8 .H25)

Handbook of International Data on Women (Ref HQ1115 .H36)

Handbook of Scales for Research in Crime and Delinquency (Ref HV9274 .B76 1983)

Handbook of Social Psychology (Ref HM251 .L485)

International Handbook on Aging (Ref HQ1061 .I58 1980)

The Practice of Social Research (Ref H62 .B2 1983)

Sociological Measurement: an Inventory of Scales and Indices (Ref HM51 .B6)

Stogdill's Handbook of Leadership (Ref HM141 .S83 1981)

IV. BIOGRAPHICAL DICTIONARIES AND DIRECTORIES

American Men and Women of Science (Ref Q141 .A47)

American Sociological Association. Directory of Members (Ref HM9 .A725)

Biography and Genealogy Master Index (Ref CT213 .B56)

Biography Index (Ref, Index Table 7)

Dictionary of American Biography (Ref E176 .D562)

Directory of Directories (Ref AY2001 .D55)

Encyclopedia of Associations (Ref AS22 .E5)

National Faculty Directory (Ref L901 .N34)

Who's Who in America (Ref E663 .W5612)

V. SUBJECT BIBLIOGRAPHIES

The American Electorate: a Historical Bibliography (Ref JK1965 .A64 1984)

Criminology and the Administration of Criminal Justice (Ref HV6025 .B365)

Disaffiliated Man: Essays and Bibliography on Skid Row, Vacancy, and Outsiders (Ref HV8183 .B35)

Divorce: a Selected Annotated Bibliography (Ref HQ834 .M34)

The Education of Poor and Minority Children (Ref LC214.2 .W44)

Group Behavior (Ref HM131 .G67)

History of the Family and Kinship (Ref HQ503 .H57)

Mass Communication Effects and Processes (Ref HM258 .G676)

Rape and Rape Related Issues (Ref HV6561 .K4)

Sociology Reader's Index (Ref HM51 .A22)

Television and Youth: Twenty Five Years of Research and Controversy (Ref HQ784 .T4 M87)

Urban History: a Guide to Information Sources (Ref HT123 .B84)

Women and Society (Ref HQ1399 .E4)

CHAPTER THREE

JOURNALS IN SOCIOLOGY

After reading this chapter, you will know:

- why journals are so important for sociological research
- how to identify journals appropriate to your research
- how to use Magazines for Libraries to locate journal titles and their descriptions

In Chapter One you learned how to use the Author-Title Catalog, the Subject Catalog, and the Library of Congress List of Subject Headings in order to locate books on your topic. Various types of specialized reference books were covered in Chapter Two. These sources either contained the information you needed to locate (such as an encyclopedia article about social control, or a definition of "interviewer bias" in a dictionary of sociology), or, as in the case of subject bibliographies, led you to other books that contained the relevant information. In general, books are excellent sources of research information for topics that have been explored and interpreted over a period of time.

However, for recent issues in sociological research, books may not reflect the most current information available since their writing and publishing tends to take a good deal of time. For research in progress, analysis of current trends, reviews of just published books, and new interpretations of established theories in sociology, you should consult the scholarly journals in the field. Journal articles are written by specialists and must meet the high standards set by the profession in order to be accepted for publication. They are authoritative, scholarly, usually aimed at a specific audience, and perhaps most important of all, they are up to date. Periodicals, or journals and magazines, are usually published at regular intervals, such as monthly, bi-monthly and quarterly. By reviewing the recent journal literature in your special areas of interest, you can keep yourself abreast of developing trends.

Q. HOW DO YOU FIND OUT WHAT JOURNALS IN SOCIOLOGY ARE MOST USEFUL FOR YOUR RESEARCH?

A. There are hundreds of sociology journals available today, both nationally and worldwide, with new titles appearing each year. The Stony Brook library subscribes to nearly 300, ranging in coverage from research, teaching, and theory

to applied social casework. It is important to identify the journal titles that best apply to your research before you plunge headlong into the sea of journal literature. There are several methods you can use to narrow the field of titles down to just a few that are important to you. Your instructor may be able to recommend key journal titles that specialize in your area of concentration. For example, he or she would know that the journal Social Work offers more practical information on welfare and social service issues than Social Psychology Quarterly, which publishes theoretical articles on social interaction processes. Choosing the journals with the orientation you are looking for is critical.

A second way to identify useful journals is to consult Magazines for Libraries, by Bill Katz (Ref PN4832.K2). This book lists major journals according to subject, and provides a brief evaluation of each. Included in the summary are frequency of publication (see note on following page), general format, and type of coverage. Under the section "Sociology" in Katz's book, you will find nearly seven pages that list and describe journals in both general and social service categories.

Following is a list of significant titles that are described in Magazines for Libraries. They represent major sociology journals that are included in the holdings of most academic libraries. You will need to examine several of these titles in your search for the articles that constitute the basis of the third assignment. Although the journals listed here are of major importance, there are many more included in Katz's book that may appeal to your research interests. Take a few minutes to read through the list below.

American Journal of Sociology. (bi-m), 1895- (Main HM1.A7)
Articles by teachers and students of sociology and related fields. Wide range of topics covered in 4-6 articles that are theoretical or research oriented. Includes book reviews.

American Sociological Review. (bi-m), 1936- (Main HM1.A75)
Official journal of the American Sociological Association, and one of two major journals for American sociologists (along with American Journal of Sociology). Publishes general articles in the field, with international coverage.

Archives Europeenes de Sociologie/European Journal of Sociology. (s-a), 1960- (Main HM1.A1 A7)
Scholarly articles, usually written either in English or in French, are related to a theme for the whole issue (e.g., overt and covert politics). International in scope.

British Journal of Sociology. (q.), 1950- (Main HM1.B75 or Microfilm A543)
International in scope, academic orientation, with emphasis on theory rather than empirical research. Good for students of comparative sociology.

Journal of Marriage and the Family. (q.), 1964- (Main HQ1.J48)
The major research journal for the area of family relations.

Social Forces: an International Journal of Social Research. (q.), 1922- (Main HN51.S5)
Long scholarly articles in theoretical and applied sociology.

Social Problems. (5/yr.), 1953- (Main HN1.S58)
Research oriented articles discuss such social phenomena as employment trends, crime and deviance in our society, dissent, etc.

Social Psychology Quarterly. (q.), 1937- (Main HM1.S8)
Articles emphasize themes of social interaction, from individual to collective. International in scope.

Social Work. (bi-m), 1956- (Main HV1.S65)
Theoretical, practical, and research aspects of social casework are studied in this standard field journal.

Sociological Inquiry: Journal of the National Sociology Honor Society. (q.), 1930- (Main HM1.A6)
Articles stem from all areas of sociology, as well as interdisciplinary fields (e.g., sociolinguistics). Special issues often focus on a topic of current interest (such as the rights of human research subjects or social science research funding). Most of the well known researchers in sociology have published in this journal.

Q. IN WHAT PART OF THE LIBRARY ARE THE JOURNALS KEPT?

A. The most current issues of Main Library journals are kept in the Current Periodicals Reading Room, which is on the first floor of the library. There are usually several recent issues of each journal there. The collection is arranged alphabetically by journal title on the long rows of shelving on one side of the reading room. Back issues of journals are usually available in either one of two formats: bound and shelved in the regular book stacks according to call number, or on microfilm or microfiche. The latter are kept in the Microforms Collection on the second floor of Reference. Chapter Four will describe exactly how you can determine whether or not the library owns the journal you need, what form it is in, and how to find it.

NOTE: Frequencies are denoted by symbols: (w.) weekly, (m.) monthly, (bi-m) every other month, (q.) quarterly, or four times a year, and (s-a) semi-annually, or twice a year. Years indicate when the journal began publication.

CHAPTER FOUR

FINDING JOURNAL ARTICLES BY USING INDEXES AND ABSTRACTING SOURCES

After completing this chapter you will be able to

- use a periodical index to find articles on your topic
- use an abstracting source to find citations to and summaries of articles and books related to your topic
- know how to use the Periodical Catalog to find out if the library owns the journal(s) you need

INTRODUCTION

If you need to locate information about a new sociological theory, current public opinion, or even fresh analysis of an historical theory in sociology, books most probably will not be your best source to turn to in your search (it often takes a year or more before a subject is discussed at length in book form). Instead, you will want to gather your information from sources that are part of the current periodical literature (i.e., scholarly journals and magazines). Because articles are not listed separately in our card catalogs, you will need to consult various indexes in order to identify citations (references) to articles that have appeared in recent periodical literature. Once you have found citations, you can then determine if Stony Brook owns the journals that the articles appeared in.

I. USING A PERIODICAL INDEX

Q. WHAT IS A PERIODICAL INDEX?

A. A periodical index is an alphabetical list of names and topics that refer to specific articles in periodicals. Most are multivolume sets, each volume covering a particular time period. Some, like Reader's Guide to Periodical Literature, index popular periodicals such as Time, Psychology Today, and Newsweek. Others index more specialized or scholarly periodicals. Education Index, for instance, indexes periodicals which publish articles on educational topics.

Some users wonder why it is necessary to use periodical indexes. Why not just use the card catalog or skim through periodicals until you find an article on your topic? We suggest the use of periodical indexes for two reasons: first, as mentioned above, the card catalogs do not include listings of individual articles; second, while it is possible to skim through many issues of a periodical and find articles on your topic, it is much more efficient to use a periodical index which directs you to a large number of articles on that topic.

Understanding the format in which information is presented in an index can save time and reduce frustration. Although indexes vary, some of the most important use a similar format.

Q. HOW DO YOU USE A PERIODICAL INDEX?

A. The following example illustrates the use of a periodical index with an excerpt from the Social Sciences Index (volume 9, 1982-1983). This important index provides references to articles in over 200 periodicals in the fields of psychology, sociology, anthropology, political science, economics, and related social sciences. The example shows what you would find if you looked up the topic "Sociological Research" in this index:

SOCIAL SCIENCES INDEX

Main Subject Heading →

Sociological phenomenology. See Phenomenological sociology
Sociological research
Comparative sociological research in the 1960s and 1970s [symposium]. ed. by J. M. Armer and R. M. Marsh. Int J Comp Sociol 22:121-271 S/D '81

Canada

Special issue in memory of John Porter 1921-79. il Can R Sociol & Anthrop 18:583-673 D '81

Subdivision of Main Heading →

Great Britain

British sociologists and Freud: a sociological analysis of the absence of a relationship. R. Bocock. Brit J Sociol 32:346-61 S '81
Changing patterns of women's employment in sociology: 1950-80. H. Roberts and D. Woodward. Brit J Sociol 32:531-46 D '81
Desperate measures. R. Pawson. Brit J Sociol 33:35-63 Mr '82
Secondary analysis and the relationship between official and academic social research. C. Hakim. Sociology 16:12-28 F '82
Teaching of research methodology [symposium]; ed. by M. Bulmer and R. G. Burgess. bibl Sociology 15:477-602 N '81

"SEE ALSO" Reference, refers you to additional headings under which articles about sociological research in Great Britain may be found →

See also
Social science research council. England

United States

Annual review of sociology, 1982. ed. by R. H. Turner and J. F. Short, jr. Ann R Sociol 8:1-369 '82
Can North American sociology be applied to China? D. F. Daniels. Monthly R 34:19-30 D '82
Clinical sociology and social research. B. Glassner and J. D. Moreno. bibl Sociol & Soc Res 66:115-26 Ja '82
Relative deprivation and social movements: a critical look at twenty years of theory and research. J. N. Gurney and K. J. Tierney. bibl Sociol Q 23:33-47 Wint '82
Research and education in the public interest. E. O. Moe bibl Rur Sociol 46:561-81 Wint '81

History

Negro problem within and beyond the institutional nexus of pre-World war I sociology. J. H. Stanfield. Phylon 43:187-201 S '82

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BIBLIOGRAPHIC CITATION

A reference which provides enough information to enable the user to identify and locate an article is called a bibliographic citation. One of these from the example page is shown below:

> Clinical sociology and social research. B. Glassner and J.D. Moreno. bibl Sociol & Soc Res 66:115-26 Ja '82

This may be broken down into the following elements:

1. Title of the article - CLINICAL SOCIOLOGY AND SOCIAL RESEARCH
2. Author(s) - B. GLASSNER AND J.D. MORENO
3. Special features - BIBL (THIS INDICATES THAT A BIBLIOGRAPHY OR LIST OF ADDITIONAL BOOKS AND/OR ARTICLES IS INCLUDED.)
4. Title of the periodical in abbreviated form - SOCIOL & SOC RES (A LIST IN FRONT OF THE INDEX VOLUME GIVES THE FULL TITLE OF THE PERIODICAL.) YOU WILL NEED THE FULL TITLE TO LOCATE THE PERIODICAL IN THE LIBRARY.
5. Volume number - 66
6. Page numbers of the article - 115-26 (PAGES 115-126).
7. Date of the periodical issue in which article appears - JA '82 (JANUARY 1982).

DETERMINING WHETHER THE LIBRARY OWNS AN ARTICLE

Check the Periodical Catalog to see if this library owns the article you need.

Q. WHERE IS THE PERIODICAL CATALOG LOCATED?

A. The Periodical Catalog is the section of the card catalog immediately behind the reference desks.

Q. HOW DO I LOOK UP THE ARTICLE IN THE PERIODICAL CATALOG?

A. Actually, you do not look up the article itself. Instead, you look through the catalog cards for the name of the periodical containing the article you are looking for.

Q. IF I FIND A CARD FOR THE PERIODICAL, DOES THAT MEAN THE LIBRARY OWNS IT?

A. Yes. Or, more correctly, it means the library owns at least part of that periodical. If you do not find it listed, this probably means that we do not own the title.*

Q. HOW DO I INTERPRET THE CATALOG CARDS?

A. The listing of a periodical in the Periodical Catalog is usually printed on two or more cards. The first card (reproduced below), called the FACE CARD, gives general information on the periodical, including its title, the call number, and other publication facts. The face card is followed by the HOLDINGS CARD.

Call Number

Main
HM
1
.B75

Per

The British journal of sociology. —
Vol. 1, no. 1 (Mar. 1950)- . --
[Henly-on-Thames, Oxon ; Boston, Mass. : Published by Routledge & Kegan Paul for the London School of Economics and Political Science, 1950-
v. : ill. ; 25 cm.
Quarterly.
Description based on: Vol. 38, no. 1 (Mar. 1977); title from cover.

Indexes:
Vol. 1 (1950)-v. 10 (1959), issued as v. 10, no. 5;
Vol. 1 (1950)-v. 20 (1969), issued as v. 20, no. 5
ISSN 0007-1

NSbSU

HM
1
.B75

The British journal of sociology.
London, Routledge, 1950-

FACE CARD

1	1950	11	1960	21	1970	31	1980	41	
2	51	12	1961	22	1971	32	1981	42	
3	1952	13	1962	23	1972	33	1982	43	
4	53	14	1963	24	1973	34	1983	44	
5	1954	15	1964	25	1974	35	1984	45	
6	1955	16	1965	26	1975	36		46	
7	1956	17	1966	27	1976	37		47	
8	1957	18	1967	28	1977	38		48	
9	1958	19	1968	29	1978	39		49	
10	1959	20	1969	30	1979	40		50	

HOLDINGS CARD

* Some older periodicals on microfilm and many government periodicals are owned by the library but are not listed in the Periodical Catalog. For more information on these exceptions, see a reference librarian.

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Q HOW DO I INTERPRET A HOLDINGS CARD?

A. The holdings card lists all the complete volumes of a periodical that the library owns by recording the years and volumes that are in the collection. On the holdings card, the printed numbers on the left-hand side of each box are the volume numbers. If a year is written next to the volume number, it indicates that the library has received all the issues of that volume, has bound them, and sent them to the stacks, where they are shelved in call number order. When a recent volume is not recorded on the holdings cards, it is usually because it is not yet bound. Unbound materials are kept in Current Periodicals.*

II. USING ABSTRACTING SOURCES

Q. WHAT IS AN ABSTRACTING SOURCE?

A. An abstract is a summary. An abstracting source is a reference title that contains many summaries of research and other writings in a particular field. Some common titles of abstracting sources are Sociological Abstracts, Women Studies Abstracts, and Psychological Abstracts. These sources are similar to periodical indexes in that they are published at regular intervals, each issue covers a particular time period, and they tell you what articles have been written on topics and where the articles appear. But they differ from periodical indexes in the following ways:

1. Abstracting sources contain summaries of writings; periodical indexes do not.

2. In addition to citing periodical articles, abstracting sources may include listings for such items as books, dissertations, research reports, and papers presented at society meetings.

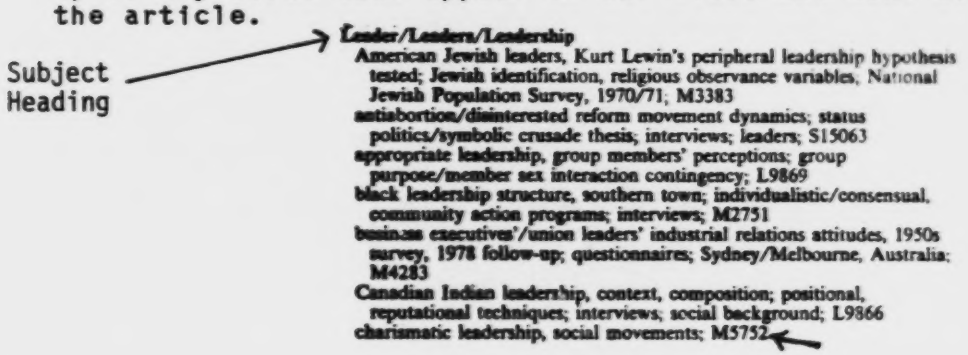
3. Abstracting sources are usually divided into two major sections: a subject index and a collection of abstracts.

* This is true for most periodicals, but many are located in science libraries or the Music Library, as shown on the holdings card by the call number. Furthermore, some years of Main Library periodicals are in the Microforms Collection.

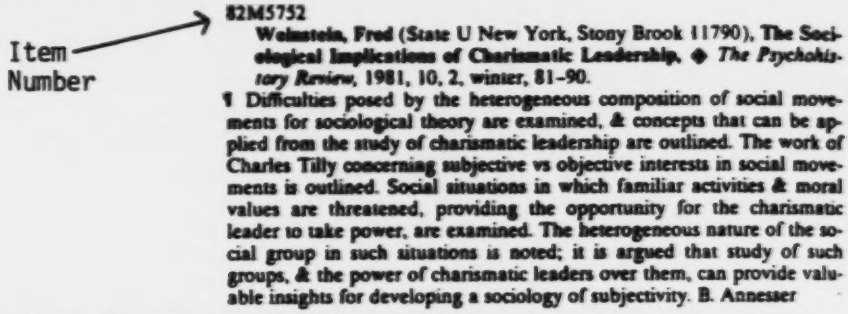
Q. HOW DO I USE AN ABSTRACTING SOURCE TO FIND MATERIAL ON MY TOPIC?

A. The search method is a four-step procedure. For example, suppose you are trying to find information about charismatic leadership and social movements, and you want to use Sociological Abstracts (Ref, Index Table 12) as a source.

Step 1. Consult the subject index volume for a particular year (the word "index" appears on the spine) under the heading most closely related to the topic. In the following example, taken from the 1982 volume, under the broad subject heading, "Leader/Leaders/Leadership" appear entries for articles, books, and special papers written on that topic, with each followed by an item number. The entry itself is made up of key words that appear in the title and text of the article.


Subject Heading
Leader/Leaders/Leadership
American Jewish leaders, Kurt Lewin's peripheral leadership hypothesis tested; Jewish identification, religious observance variables; National Jewish Population Survey, 1970/71; M3383
antiabortion/disinterested reform movement dynamics; status politics/symbolic crusade thesis; interviews; leaders; S15063
appropriate leadership, group members' perceptions; group purpose/member sex interaction contingency; L9869
black leadership structure, southern town; individualistic/consensual, community action programs; interviews; M2751
business executives'/union leaders' industrial relations attitudes, 1950s survey, 1978 follow-up; questionnaires; Sydney/Melbourne, Australia; M4283
Canadian Indian leadership, context, composition; positional, reputational techniques; interviews; social background; L9866
charismatic leadership, social movements; M5752

Step 2. Look up the item numbers of the references that interest you in the corresponding volume of abstracts (same year, same volume number printed on spine). Abstracts in this book are arranged in item number order. The following example, which is for item 82-M5752, illustrates the full reference and the accompanying abstract, or summary.


Item Number
82M5752
Weinstein, Fred (State U New York, Stony Brook 11790), The Sociological Implications of Charismatic Leadership, ◆ The Psychohistory Review, 1981, 10, 2, winter, 81-90.
¶ Difficulties posed by the heterogeneous composition of social movements for sociological theory are examined, & concepts that can be applied from the study of charismatic leadership are outlined. The work of Charles Tilly concerning subjective vs objective interests in social movements is outlined. Social situations in which familiar activities & moral values are threatened, providing the opportunity for the charismatic leader to take power, are examined. The heterogeneous nature of the social group in such situations is noted; it is argued that study of such groups, & the power of charismatic leaders over them, can provide valuable insights for developing a sociology of subjectivity. B. Annesser

Step 3. Copy down the full bibliographic citation for each item (author, title of book or title of article and journal, date, and, if applicable, volume number and pages.

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Step 4. To determine if the library owns a journal article, look in the Periodical Catalog under the name of the journal. If the citation is for a book, check the Author-Title Catalog under the author's name or the title.

SUMMARY

Current information on a topic is most easily located by consulting periodical indexes that list journal articles on a topic. They are usually arranged by subject and author.

The Stony Brook Library owns many indexes,* most of which are devoted to specific fields such as art, psychology, economics, sociology, education, etc.

Abstracting sources* are similar to periodical indexes in that they cite journal articles, but some also include citations to books and special papers. They also include abstracts (summaries)of the items listed.

In order to locate a journal article in this library that you saw cited in an index, you must look up the journal's title in the Periodical Catalog. A listing for a journal in the catalog will show where back issues are kept (either shelved in the stacks under its call number, or in the Microforms Collection under its microfilm or microfiche number). Current unbound issues are located in the Current Periodicals Reading Room.

* A list of periodical indexes and abstracting sources in the Main Library that may be useful in sociology is on the next page.

INDEXES AND ABSTRACTING SOURCES USEFUL IN SOCIOLOGY

Combined Retrospective Index to Journals in Sociology, 1895-1974. (Ref HM1.C23)

Criminal Justice Abstracts. (Ref HV6001.C67), 1968-

International Bibliography of the Social Sciences: Sociology (Bibliographie Internationale des Sciences: Sociologie). (Ref HM1.I5), 1951-

Inventory of Marriage and Family Literature. (Ref HQ728.I58), 1900-

Psychological Abstracts. (Ref, Index Table 2), 1927-

Social Sciences Citation Index. (Ref, Index Table 11), 1972-

Social Sciences Index. (Ref, Index Table 3), 1974-

Social Work Research & Abstracts. (Ref HV1.N3), 1977-

Sociological Abstracts. (Ref, Index Table 12), 1953-

CHAPTER FIVE

GENERAL MAGAZINES AND NEWSPAPERS

After completing this chapter you will know how to

- use newspapers and general magazines to locate information that is not always available in scholarly journals
- find references to articles on your topic that appeared in major newspapers by using specialized newspaper indexes. You will also learn how to locate the articles themselves in the Microforms Collection.

I. MAGAZINES

As a student of sociology, you need to be in touch with current scholarly research material written by specialists in the field. As you learned in the preceding chapter, journal articles are most often the best source of this kind of coverage. However, because you are also involved in examining the society around you, with its rapid alterations brought on by social reform, political events, and changing social movements, you may need to look for material in some more popular periodical literature. The term "periodical" used here refers to a publication that appears at regular intervals, such as a weekly newsmagazine, a quarterly journal, or a daily newspaper). Though scholarly journal articles suffice in most instances, you may turn to more general publications to find information on popular subjects related to such issues as single-parent families, social attitudes on religion, divorce, drugs, the politicizing of the aged, and many other topics that permeate the study of changing social norms.

Attitudes held by members of our society about these and other subjects are reflected in the popular magazines and newspapers that offer general coverage of the events around us. As sources of both entertainment and factual data, magazines shape and analyze current social values and American popular culture. Furthermore, different magazines offer a variety of viewpoints on the same topic, which can be helpful when analyzing a sociological issue. Publications like the New York Times, Psychology Today, and Harper's often feature long articles written from a sociological perspective, yet are not included in the kind of scholarly indexes discussed in Chapter Four. Following is a brief list of some general indexes in the Reference Room that can be useful for locating citations to articles in magazines and journals that are not specifically devoted to sociology:

Magazine Index. (Microfilm format, located near Reference Desk), Latest 5 years

P.A.I.S. (Ref, Index Table 6), 1915-

Popular Periodical Index. (Ref AI3.P76), 1973-

Reader's Guide to Periodical Literature. (Ref, Index Table 1), 1890-

II. NEWSPAPERS

"...the American newspaper (is) an unmatched yardstick of society's preoccupations and perspectives." *

Newspapers, which usually appear more frequently than magazines (daily, although there are many weekly newspapers too), report events, analyze issues, and present lengthy articles on current topics in politics, religion, education, economics, social change, public opinion, and other major concerns in contemporary society. You should not ignore this potential source of information in doing sociological research.

USING NEWSPAPER INDEXES

The Stony Brook Library has a very large collection of newspapers. It currently receives dozens of papers from all over the United States and around the world. In addition, the library owns many newspapers from past years, including a large collection of early American newspapers dating back to colonial times, and a collection of several hundred radical and protest papers from the 1960s to the present. The New York Times is in the library from its first issue in 1851, and the Times of London back to its first appearance in 1785. All of our newspapers, except for those dating from the last several months, are on microfilm. The more recent ones are kept in Current Periodicals. A list of currently received newspapers can be seen in Current Periodicals and the Reference Room.

In order to trace past newspaper coverage of a particular topic (such as social conditions of urban poor in the 1960s), or locate up-to-date articles on a current news item (such as public opinion concerning the separation of church and state in political campaigns), you will need to use a newspaper index. These indexes allow you to pinpoint the location of articles within a

* The Handbook of American Popular Culture, p. 231.

newspaper. Newspaper indexes in the Stony Brook Library, and the dates for which they are available, are listed below. They are all located in the Government Documents section of the library on the second floor above the Reference Room.

Chicago Tribune Index, 1972-

Christian Science Monitor Index, 1960-

Los Angeles Times Index, 1972-

National Newspaper Index, Latest 3 years, microfilm format. (Indexes 5 newspapers: New York Times, Wall Street Journal, Los Angeles Times, Christian Science Monitor, Washington Post).

New York Times Index, 1851-

Q. HOW IS A NEWSPAPER INDEX USED?

A. To answer this question we will be using two different examples from the New York Times Index. This index uses the following types of subject headings:

Regular headings ("social conditions and trends," "welfare")
Geographical names ("United States," "Sweden")
Organization names ("Social Workers, National Association of")
Personal names ("Steinem, Gloria," "Nader, Ralph")

Example 1:
In the first example, the subject heading illustrated is "Day Care Centers." The paragraphs that appear beneath this heading cite and summarize articles that were printed in the New York Times for a particular time period (this example is reproduced from the 1983 volume of the index).

SUBJECT HEADING → **DAY Care Centers**
Jill Norgren article urges US to adopt some of child care policies now common in Eur, including those providing greater access to and less costly day care and more liberal child care leave, Ja 1.I.19:1

2nd Article → Article on increasing availability of campus child care centers at US colls and univs; Natl Coalition of Campus Child Care co-chmn Judy Fountain estimates that such care is offered on nearly 40% of campuses; illus (special section, Education, Winter Survey) (M), Ja 9.XII.p14

Article on innovative program under which day-care center has been incorporated within Connecticut Hospice, which cares for terminally-ill patients; illus (M), Ja 9.

Citation: January 9, Section, 12, Page 14

The second paragraph cites an article about increased availability of day care services on college campuses. The "M" indicates the article is of medium length (more than 1 column but less than 2). The index uses the symbol "(S)" to indicate shorter articles that run one half column or less, and "(L)" to indicate longer items that exceed 2 columns. (When no indication of length is given, as in the first citation shown above, the citation is for an editorial, regular column,

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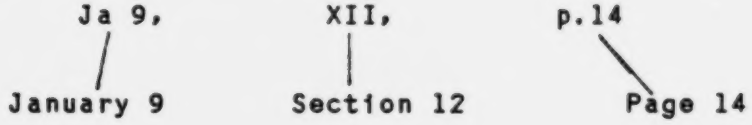
or review). The identifying elements of this second citation are shown by the symbols:



Note that the year is not included in the citation; it is understood that it is the year of the volume you are using. The example above indicates the article is in section 12 by using Roman numeral XII. When no Roman numeral is provided, it is understood that the article appears in section 1. Note also that all articles that appear beneath a subject heading are listed in CHRONOLOGICAL order (i.e., by the dates that they were printed in the New York Times).

Example 2:
The following example from the 1984 New York Times Index illustrates another standard type of presentation commonly found in that index; instead of listing the articles under the original heading ("Public Opinion"), it directs the user to a second heading (a "cross reference") under which are listed references to articles about public opinion on specific issues, such as "Leisure" and "U.S. Elections."

ORIGINAL HEADING →

PUBLIC Opinion. See also
China, Ap 29
France, Ap 22
Income, Ap 26
Leisure, Ap 29
Middle East, Ap 30
Minn, Ap 30
Nicaragua, Ap 27
Pres Elect '84, Ap 16,19,20,23,24,29,30
Security and Warning Systems, Ap 22
US–Elections, Ap 17,29
US Intl Rel, Ap 29

The entry for "Income" refers to an article about a Gallup Poll that appeared in the April 26 issue of the New York Times; the complete cross reference is shown below:

CROSS REFERENCE FROM ORIGINAL HEADING →

ARTICLE CITED FOR April 26 →

INCOME. See also NJ, Ap 22, Taxation
Commerce Department reports personal income of Americans rose five-tenths of 1 percent in March, to seasonally adjusted $2,940.5 billion, smallest gain in seven months; says gain is further evidence that economic growth is slowing; graph (M), Ap 19,IV,1:1
Gallup Poll annual survey of Americans' perception of living costs indicates minimum income that family of four needs to make ends meet is $300 a week; finds that its audits tend to correlate with Consumer Price Index compiled by Bureau of Labor Statistics; median income figure among college-educated respondents is $352, while figure for those with high-school educations is $299 (M), Ap 26,I,20:1

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Q. AFTER FINDING CITATIONS TO NEWSPAPER ARTICLES IN THE INDEXES, HOW DOES ONE ACTUALLY OBTAIN THE NEWSPAPER?

A. Get the microfilm call number of the newspaper by looking under the name of the paper in the microforms card catalog, which, like the newspaper indexes, is located in the Government Documents section. Take down the call number and go to the Microforms area at the other end of that floor. The person on duty will help you find the microfilm you need, and demonstrate how to use the microfilm machines for reading and/or photocopying.

SUMMARY

The library has a large collection of newspapers, both foreign and U.S.

Several major American papers are part of this collection, including a full run of the New York Times from 1851.

Newspaper indexes, such as the New York Times Index, are used to get exact citations to articles. Newspaper indexes in our library are listed on page 29 .

The most recent issues of newspapers received are in Current Periodicals. Earlier years of papers are on microfilm and can be obtained in the Microforms Collection.

CHAPTER SIX

PUBLIC OPINION SURVEYS

After completing this chapter you will know

- the names of several reference sources which contain public opinion survey data
- the names of periodical indexes that refer you to articles about public opinion
- some simple as well as some "in-depth" approaches for obtaining survey data

INTRODUCTION

"Public Opinion" refers to the attitudes held by members of a community on particular issues. A public opinion survey (also referred to popularly as a "poll") is a method of systematically measuring the prevalence and strength of these attitudes, usually using a representative sample of the population being studied.

Professionals in a variety of fields, such as the media, business, politics, and the social sciences regularly study public opinion. When social scientists study public opinion, they are usually looking for indications of how strongly people feel about various subjects and whether their opinions have changed since an earlier survey. Their analysis can also reveal variations in opinion among different groups within society and how attitudes on different subjects are related.

Public opinion organizations like the American Institute of Public Opinion (the Gallup Polls), administer surveys by determining what questions will be asked, selecting the sample, designing the questions, interviewing the respondents, analyzing the responses, and, oftentimes, reporting the findings in publications and other media.

Public opinion data exists for the United States, (from the late 1930's to the present), as well as for other nations.

Q. HOW CAN A RESEARCHER OBTAIN OPINION SURVEY DATA?

A. The answer to this question depends on how much in-depth analysis is needed. If a researcher needs only simple statistical totals (sometimes called "marginals"), such as how many people answered a particular question negatively or positively, then the sources in the first section below may suffice. However, if more analysis is needed (e.g., is there

a relationship between particular answers and respondents' income levels, educational attainment, race, religious affiliations?), then the sources outlined in sections II and III may be more useful.

I. BASIC SOURCES

The following publications identify surveys and provide "marginals," which means they list the number of respondents who answered each question in a particular way, without much in-depth analysis.

The Gallup Report (Ref HN261.G2)

This source gives the results of surveys conducted by the American Institute of Public Opinion (AIPO), surveys which are commonly referred to as the Gallup Polls. George Gallup founded AIPO in 1935 and his early work in opinion polling is generally considered to be the starting point for modern opinion gathering techniques. Two other important indexes by AIPO are the Gallup Polls (Ref HN90.P8 G3) which cumulates Gallup results from 1935 through 1983, and the International Gallup Polls (Ref HM261 .G276) which reports on surveys conducted in other countries from 1978 forward.

Harris Survey (Ref HN90.P8 H24)

Pollster Louis Harris has been issuing this newsletter on a twice-weekly basis since 1972. Questions, results, and analysis are provided. A subject index helps you locate each survey.

General Social Surveys Codebook (Ref HN29.N33)

This important source has been published annually since 1972 by the National Opinion Research Center (NORC) of the University of Chicago. One of NORC's major projects is its National Data Program for the Social Sciences, which measures changes over time in American social and political attitudes by addressing the same questions to national samples on an annual basis. The questions asked and the resulting responses are published in the General Social Surveys Codebook. While the codebook can be used on its own for information, it is really intended as a printed guide to the computer data file of the General Social Surveys, which is available on campus at the Computing Center. This data makes it possible for Stony Brook students who are appropriately trained to perform their own opinion data analysis. In other words, this source can be used for obtaining simple data or more sophisticated breakdowns of data. The more sophisticated approach is described in section III below.

For a listing of other basic sources for opinion data, see the end of this chapter.

II. JOURNAL ARTICLES

Often, a researcher is interested in obtaining articles which contain authoritative written analysis of opinion results and trends. These articles can be found by using the following indexes:

Sociological Abstracts (Ref, Index Table 12)

Articles in professional sociology journals that are about public opinion are listed in this source's subject index under a number of terms. These are "public opinion," "opinion," "surveys," and "polls." You can also look in the index under the term that is used for your subject (e.g. "abortion" or "crime").

Public Affairs Information Service Bulletin (Ref, Index Table 6)

This index contains many references to articles which analyze opinion poll results. Look in a particular volume under the heading "Public Opinion" for a listing of topics covered for that year.

Another way a researcher can find articles on public opinion is by browsing the following two journals which are entirely devoted to public opinion coverage.

Public Opinion (Main xHN90.P8 P82)

This magazine is an attempt to popularize opinion survey coverage. Each issue has about eight articles concerning social, political, and economic subjects. A special section called "Opinion Roundup" presents the latest results from a number of polling organizations including Harris, Gallup, and the New York Times.

Public Opinion Quarterly (Main HM261.A1 P8)

This is considered to be a more scholarly publication than Public Opinion. It contains lengthy articles on public opinion theory and practice as well as articles which provide interpretations of public opinion data. Each volume has its

own index. This journal is also indexed in the Public Affairs Information Service Bulletin.

III. IN-DEPTH ANALYSIS OF DATA

It is possible that the sources in section I and II will not yield the detailed statistical breakdowns that a researcher is after. A person may want to know in detail if respondents with different socio-economic characteristics answer certain questions in significantly different ways. If options in the first two sections do not satisfy a research need, the following choices may.

The National Opinion Research Center. National Data Program for the Social Sciences.

In section I, it was mentioned that the questions and responses that are generated by this organization's surveys appear in the General Social Surveys Codebook, which is published annually. In addition, computer tapes containing the data are available at the Computing Center on campus. Students enrolled in certain sociology courses are taught to do data analysis so that they can work with the tapes and interpret results for themselves.

The Roper Center

Located in Storrs, Connecticut and jointly operated by the University of Connecticut and Yale University, the Roper Center is the largest and oldest archive of sample survey data in the world. The center collects data from many pollsters including Gallup, NORC, CBS/New York Times, ABC, the Washington Post, and NBC/Associated Press, as well as foreign organizations.

The Stony Brook Library is a member of the Roper Center and is entitled to request opinion poll data - marginals or highly analyzed, and even data tapes - for its faculty and students. Students requesting this service are usually at the graduate level or are doing advanced undergraduate research projects.

For more information on how to use the Roper Center's vast resources, contact Richie Feinberg in the library's reference department.

The Inter-University Consortium for Political and Social Research

The Consortium is part of the University of Michigan's Institute for Social Research. It collects and disseminates social science data, including the results of opinion surveys from the U.S. and around the world. Because Stony Brook is a member of the Consortium, our faculty and students can request data through the campus' ICPSR representative. ICPSR's Guide to Resources and Services (Ref JA86.I5) lists and describes materials available for loan.

SUMMARY

There are many organizations that measure U.S. and foreign public opinion. The results of their surveys are contained in a variety of sources including basic reporting sources (section I above), journal articles (section II), and computer data bases (section III). The sources a researcher chooses to use will depend on how much in-depth analysis of data is required.

Following is a listing of additional basic opinion survey sources which were not included in section I of this chapter.

ADDITIONAL BASIC SOURCES

American Social Attitudes Data Sourcebook, 1947-1978 (Ref HN65 .A6819)

The Gallup International Public Opinion Polls. Great Britain, 1937-1975 (Ref HN400 .P8 G34)

The Germans, 1967-1980 (Ref HN460 .P8 G47)

Index to International Public Opinion, 1978- (Ref HM261 .I552)

Public Opinion, 1935-1946 (Ref HM261 .P972 1978)

CHAPTER SEVEN

SOURCES FOR STATISTICS

After completing this chapter you will know:

- the kinds of statistical questions that can be answered in a research library
- some major reference books that provide statistical information
- the procedure for tracking down the reports that provide more detailed data

INTRODUCTION

Students doing library research in sociology are often in need of statistics which reflect on some aspect of the social and economic conditions of a society and groups within the society. While it is possible to find these statistics in articles, books, and other sources, there are also special reference works which provide quick and convenient access to this type of data. Most of these sources give summaries of statistics, usually in tabular form, and almost all identify the more detailed reports from which the summaries were extracted.

The library receives a number of these sources. Many are published by the United States government which is the largest compiler of statistics in the entire world. Others are produced by the United Nations which collects social and economic data for all countries.

The titles appearing below are some of the most heavily used statistical sources in the library.

UNITED STATES STATISTICS

The U.S. Statistical Abstract (Ref and Doc HA202.A38)

This reference source has been published once a year since 1878. It is the most comprehensive summary of statistics for the U.S. Most of the statistics cited have been gathered by agencies of the U.S. government. It has a detailed index in the back of each volume which refers by page number to a table of statistics on your topic. The table is an abstract or summary of a more detailed report (see illustration on next page). If the numbers provided in the table are not detailed enough for your research needs, note the more comprehensive report that the table has been based on. Full reports are identified after each table.

In the illustration below (from the U.S. Statistical Abstract, 1981-82 edition), persons arrested in 1980 are listed by race and the type of crime committed. A note above the table states "In thousands," which means that each number in the chart should be multiplied by 1000.

NO. 312. PERSONS ARRESTED, BY CHARGE AND RACE: 1980

[In thousands. Represents arrests (not charges) reported by 12,013 agencies with a total 1980 population of 208 million as estimated by FBI. Represents persons arrested, not charges]

PERSONS ARRESTED, BY CHARGE	Total	White	Black	Other	PERSONS ARRESTED, BY CHARGE	Total	White	Black	Other
Total [1]	9,684	7,145.7	2,375.2	162.7	All other—Con.				
					Stolen property [4]	115	77.7	36.6	1.1
Serious crimes [2]	2,196	1,438.0	720.7	36.9	Weapons (carrying, etc.)	157	98.0	57.2	1.9
Murder and nonnegligent manslaughter	19	9.5	9.0	.3	Prostitution and commercialized vice	86	39.0	45.6	1.2
Forcible rape	29	14.9	14.0	.4	Sex offenses [5]	63	48.9	12.6	1.0
Robbery	139	57.3	80.5	1.6	Drug abuse violations	532	402.0	125.6	4.4
Aggravated assault	258	161.0	93.3	4.1	Gambling	47	14.1	31.1	1.5
Burglary [3]	479	333.7	139.4	6.0					
Larceny—theft	1,123	758.2	342.6	21.8	Offenses against family and children	50	31.3	18.0	.7
Motor vehicle theft	130	89.0	38.1	2.5	Driving, intoxicated	1,299	1,124.4	144.0	21.0
Arson	18	14.5	3.8	.2	Liquor laws	428	392.3	27.5	8.4
					Drunkenness	1,048	854.4	165.9	27.3
All other:					Disorderly conduct	724	482.4	219.4	12.0
Other assaults	456	304.9	145.1	6.4	Vagrancy	29	19.6	9.0	.7
Forgery and counterfeiting	72	48.0	23.9	.7	Other, except traffic	1,858	1,192.7	436.7	28.4
Embezzlement, fraud	273	189.1	81.9	2.1					

[1] Includes curfew violators and runaways, vandalism, and suspicion, not shown separately. [2] Includes arson arrest. [3] Breaking or entering. [4] Buying, receiving, possessing. [5] See footnote 4, table 311.

Source of tables 311 and 312: U.S. Federal Bureau of Investigation, *Crime in the United States*, annual.

If you need the more detailed report, you look below the table for a note on the source. In this case, you would want to examine a document entitled Crime in the United States, issued by the F.B.I. This report is an annual, which means that it is published once a year. Since the report comes out on a periodic basis, look in the Periodicals Catalog to see if it is cataloged. Check under:

U.S. Federal Bureau of Investigation
Crime in the United States.

If you do not find it listed there, speak to a reference or documents librarian who will help you locate the report.

The American Statistics Index (Doc HA214.A48)

This source identifies government reports which contain detailed statistics on social and economic topics. Statistics cited are mostly about the U.S., although other countries are also included. It has been published monthly since 1973, and each year these monthly issues are cumulated into an annual volume. The major advantage of ASI is that it cites statistical reports on more topics than does the U.S. Statistical Abstract. On the other hand, it does not summarize statistics the way the Statistical Abstract does, but instead offers an outline of each report listed.

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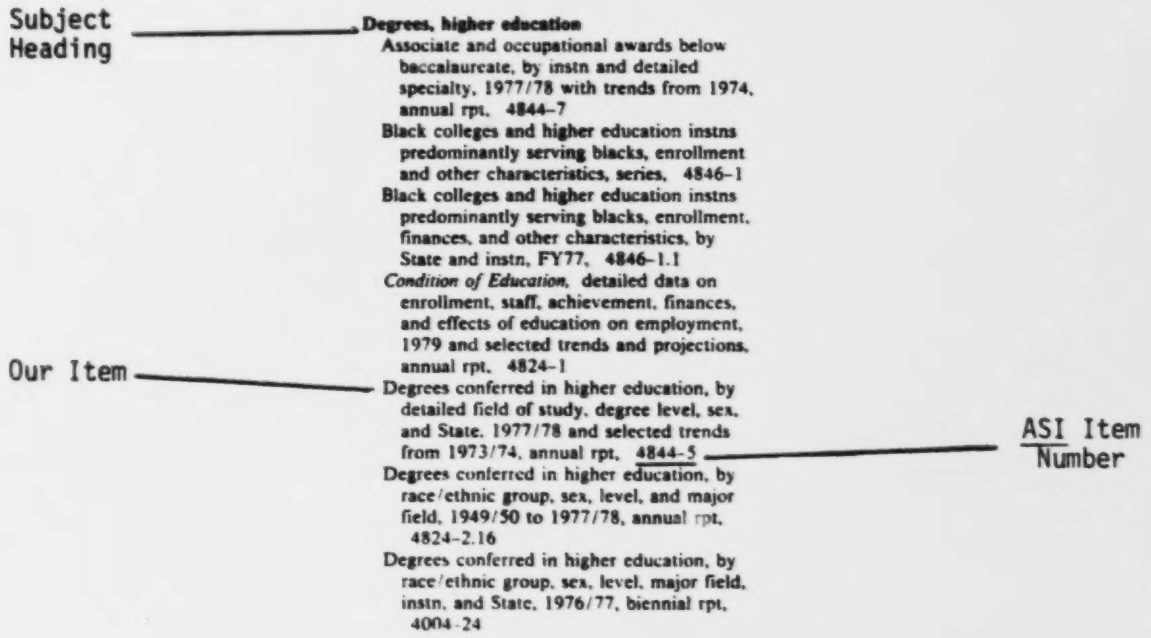
Each annual volume is made up of two books, one entitled "Index" and the other "Abstracts." Look up your topic in the subject index for any year you choose. In the example below, the subject we have chosen is "degrees granted in higher education." The volume of ASI being used is 1980.


Subject Heading
Degrees, higher education
Associate and occupational awards below baccalaureate, by instn and detailed specialty, 1977/78 with trends from 1974, annual rpt, 4844-7
Black colleges and higher education instns predominantly serving blacks, enrollment and other characteristics, series, 4846-1
Black colleges and higher education instns predominantly serving blacks, enrollment, finances, and other characteristics, by State and instn, FY77, 4846-1.1
Condition of Education, detailed data on enrollment, staff, achievement, finances, and effects of education on employment, 1979 and selected trends and projections, annual rpt, 4824-1
Our Item
Degrees conferred in higher education, by detailed field of study, degree level, sex, and State, 1977/78 and selected trends from 1973/74, annual rpt, 4844-5
ASI Item Number
Degrees conferred in higher education, by race/ethnic group, sex, level, and major field, 1949/50 to 1977/78, annual rpt, 4824-2.16
Degrees conferred in higher education, by race/ethnic group, sex, level, major field, instn, and State, 1976/77, biennial rpt, 4004-24

The subject heading used by ASI is "Degrees, higher education." The fifth item under that heading looks like it might answer our question. Take down the number that follows that item (4844-5), and look up this number in the accompanying "Abstracts" book of ASI. There you will find a complete listing of the item with a summary (see below).

4844-5 **EARNED DEGREES CONFERRED 1977/78**
Annual. 1980. x+51 p.
NCES 80-346.
eltem 460-A-54. GPO $3.75.
ASI/MF/3
S/N 065-000-00069-5.
*ED1.117:977-78.

By Andrew J. Pepin and Agnes Q. Wells. Thirtieth annual report, for 1977/78, on the number of bachelor's, master's, doctoral, and first-professional degrees conferred by U.S. institutions of higher education. Data are based on the 13th annual Higher Education General Information Survey (HEGIS).

Data are shown by degree level, detailed field of study, institutional control, sex of student, and State and outlying area.

Contents: introduction and notes on survey coverage, methodology, and background, with 3 charts and 20 summary tables showing trends from 1967/68 (p. 1-17); 21 tables, listed below (p. 23-45); and facsimile survey form (p. 49-51).

Data on earned degrees have been published by OE since its first statistical survey in 1870, annually since 1947/48.

Previous report, for 1976/77, was described in ASI 1979 Annual under 4604-3.

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To find this document in the library, go to a documents librarian with your ASI item number and the year of ASI that you are using. He or she will assist you in locating the report.

Other U.S. Sources

Historical Statistics of the United States (Ref HA202.B87)
Similar to the Statistical Abstract but with data going back to colonial times.

U.S. Census Publications (Government Documents Section and other library locations)

A huge amount of data including population figures as well as detailed social and economic characteristics broken down by groups. The U.S. Statistical Abstract and the ASI Index serve, in part, as indexes to census publications.

Handbook of Labor Statistics (Ref HD8064.A3)

Summary data on employment and unemployment, cost of living, income, and so forth. Refers reader to more complete reports.

Digest of Educational Statistics (Ref L111.D48)

Summary statistics on enrollments, school expenditures, educational attainment, degrees conferred, etc. Covers all levels of education from kindergarten to post graduate and adult.

Sourcebook of Criminal Justice Statistics (RefHV6787.S72)

Detailed figures, broken down geographically, on crime rate, types of crimes, and aspects of enforcement.

Vital Statistics of the United States (RefHA203.A2)

Provides detailed data on births, deaths, and marriage, state by state.

INTERNATIONAL STATISTICS

The U.N. Demographic Yearbook (Ref HA17.D45)

This work has been published annually since 1948. Population of countries and regions is reported. Most of the statistics are of the "vital statistics" kind; that is, birth and death rates, infant mortality, marriage and divorce, etc. Literacy rates and

educational attainment are included, as well as various data on work force characteristics.

A detailed table of contents and subject index refer to pages within the main part of the book which contain tables of data. The work is bilingual, with all text appearing in English and French.

The U.N. Statistical Yearbook (Ref xHA12.5.U63)

This source, published yearly since 1948, is a large compilation of statistics from all countries, including data on such topics as industrial and agricultural production, international trade, wages and cost of living, balance of payments, energy, health and cultural statistics, employment and unemployment, etc. The format is very similar to that of the Demographic Yearbook, including the fact that all text is in English and French. The Statistical Yearbook has no index, but a detailed table of contents refers to tables within the book.

World Tables (Ref HC59.W67)

A major source of economic and demographic data, primarily for developing countries.

UNESCO Statistical Yearbook (Ref AZ361.U45)

Covers education, literacy, science, technology, museums, libraries, and other educational and cultural subjects.

World Health Statistics Annual (Ref xRA651.A486)

Primarily a country by country survey of causes of death.

SUMMARY

There are a number of handy reference sources which conveniently provide the researcher with social and economic statistics. Most of these contain summaries of data and, in addition, refer to the more detailed reports from which the summary was taken. Some important statistical sources are covered in this chapter. Major compilers of this data are the United States government and the United Nations.

CHAPTER EIGHT

UNITED STATES GOVERNMENT DOCUMENTS

After reading this chapter you will know:

- -what a government document is
- -the variety of documents available in the Stony Brook Library
- -how to use the Monthly Catalog to locate U.S. government documents in this library

INTRODUCTION

Government documents are publications written and issued by any government body or agency. They include such items as publications of the of the United States Federal Government, state government publications, publications of city, county or other levels of government, as well as publications of foreign governments. Their unique importance lies in the fact that they provide the reader with detailed accounts, reports, and statistics on a great variety of topics. For the most part, these detailed analyses are unavailable elsewhere. While magazines, newspapers, and television provide us with information from government sources (such as the rate of inflation, a Supreme Court decision, a summary of a detailed report on automobile safety), the original report is usually a government document. Any person doing extensive research on a topic, especially one in the social sciences, or physical or biological sciences, will probably find these publications extremely valuable.

EXAMPLES OF MAJOR TYPES OF GOVERNMENT DOCUMENTS

Subject Reports--These are detailed reports, thousands of which are issued each year by the federal government and its agencies. They are on topics of current interest in such areas as health, economics, education, social welfare, and foreign affairs. An example of a recently published subject report is: Selected Health Characteristics by Occupation, United States, 1975-1976, issued by the National Center for Health Statistics in 1980.

Laws of the United States--Entitled United States Statutes at Large, these are the complete, official versions of the laws passed at each session of Congress.

Congressional Hearings--These are the transcripts of information-gathering meetings held by congressional committees in which experts and witnesses testify on subjects under consideration for new legislation. A recent committee hearing is entitled, The Future of Retirement Programs in America: A Hearing Before the House Select Committee on Aging (1981).

Congressional Committee Reports--Issues being considered for legislation are explained and analyzed in lengthy writings issued by congressional committees. An example of such a report is School Prayer Constitutional Amendment: Report of the Committee on the Judiciary, United States Senate, 1984.

The Congressional Record--The proceedings on the floors of the U.S. Senate and the House of Representatives are reported in this transcript, which is issued each day Congress is in session.

U.S. Supreme Court Reports--This publication contains the decisions on all cases heard before the Supreme Court including the full opinions of each justice.

Census Reports--These are the highly detailed accounts of the numbers and characteristics of the people who live in the United States.

GOVERNMENT DOCUMENTS IN THE STONY BROOK LIBRARY

Government Documents, located on the 2nd floor of the Reference Department, contains well over a million items in paper or on microfilm. Most of these documents are U.S. government publications, but extensive collections of local, state, and United Nations documents are also held by the library.

Documents are somewhat more difficult to locate than most materials in the library. Only a small number of documents actually appear in the card catalog. These may be in a number of locations, including Documents, Microforms, the Reference Room, and the science libraries. But most documents are not cataloged and must be identified and located in the documents section by using printed indexes such as the Monthly Catalog (Doc Z1223.A18).

For the remainder of this chapter, we will concentrate on the nature and use of the Monthly Catalog, one of the most important indexes to U.S. government publications. Keep in mind that there are a number of more specialized indexes such as the ones discussed in Chapter 7. For more information on other indexes to documents, speak to a librarian.

THE MONTHLY CATALOG

The Monthly Catalog is the basic reference tool for retrieving federal publications. It is issued by the U.S. Government Printing Office, the main printing department of the government. As its name implies, the Monthly Catalog appears in monthly installments, with each one listing most of the documents issued during that month. Our library receives almost every one of these publications, either in printed format, microformat, or both.

That's roughly 70,000 items per year. Because most of these items are not listed in the card catalog, the Monthly Catalog index is usually the best source for determining what documents are available in the library.

Some of the important characteristics of the Monthly Catalog are:

1. It is divided into several distinct sections. The main section lists each publication and includes the author's name, title, publication date, issuing agency, and number of pages. Each publication is also assigned a Monthly Catalog number.

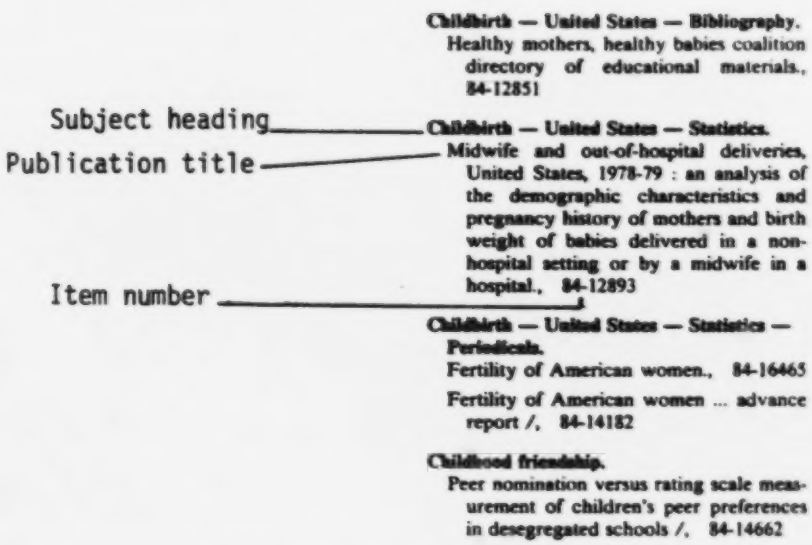
2. The other sections are made up of a number of indexes, among them author, title, and subject. These indexes tell you what Monthly Catalog number to use to find the more complete references in the main section. The indexes appear in the back of each monthly issue. At the end of the year, the monthly indexes are replaced by annual cumulations.

3. A black dot included in the complete reference to the document indicates that it is automatically sent free of charge to certain major libraries around the country. These libraries are called "depository" libraries. Stony Brook is one of over 1000 such libraries, although our actual status is one of "selective-depository," meaning that we receive many, but not all, depository items. "Non-depository" items (no black dot on the item reference) must be specifically requested by libraries wishing to receive them.

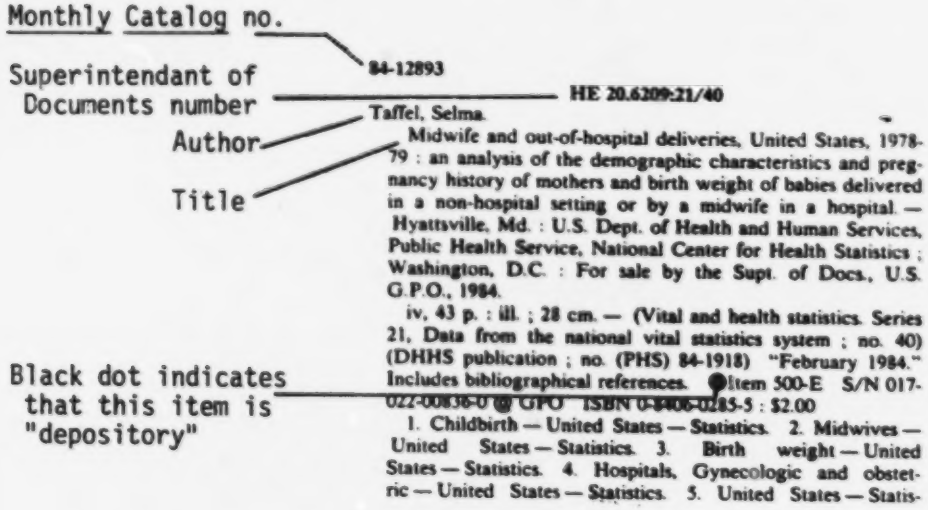
HOW TO USE THE MONTHLY CATALOG

To illustrate the Monthly Catalog, we will use the example below which is taken from the 1984 Monthly Catalog index. Let us say that you are doing research on the demographic characteristics of those who have out-of-hospital births in the United States. You want to find out if the government has recently published any reports on the subject. You decide to start with the Monthly Catalog subject index for 1984.

Step 1. You look under the heading "Childbirth" and find one report that looks relevant: "Midwives and Out of Hospital Deliveries, United States, 1978-79: an analysis of demographic characteristics....." by Selma Taffel. (See illustration on the next page.)


Childbirth — United States — Bibliography.
Healthy mothers, healthy babies coalition directory of educational materials., 84-12851
Subject heading
Childbirth — United States — Statistics.
Publication title
Midwife and out-of-hospital deliveries, United States, 1978-79 : an analysis of the demographic characteristics and pregnancy history of mothers and birth weight of babies delivered in a non-hospital setting or by a midwife in a hospital., 84-12893
Item number
Childbirth — United States — Statistics — Periodicals.
Fertility of American women., 84-16465
Fertility of American women ... advance report /, 84-14182
Childhood friendship.
Peer nomination versus rating scale measurement of children's peer preferences in desegregated schools /, 84-14662

Step 2. Note the Monthly Catalog number for this publication (84-12893) and find that item in the Monthly Catalog main section for 1984.


Monthly Catalog no.
84-12893
Superintendant of Documents number
HE 20.6209:21/40
Author
Taffel, Selma.
Title
Midwife and out-of-hospital deliveries, United States, 1978-79 : an analysis of the demographic characteristics and pregnancy history of mothers and birth weight of babies delivered in a non-hospital setting or by a midwife in a hospital. — Hyattsville, Md. : U.S. Dept. of Health and Human Services, Public Health Service, National Center for Health Statistics ; Washington, D.C. : For sale by the Supt. of Docs., U.S. G.P.O., 1984.
iv, 43 p. : ill. ; 28 cm. — (Vital and health statistics. Series 21, Data from the national vital statistics system ; no. 40) (DHHS publication ; no. (PHS) 84-1918) "February 1984."
Includes bibliographical references. Item 500-E S/N 017-022-00836-0 @ GPO ISBN 0-8406-0285-5 : $2.00
1. Childbirth — United States — Statistics. 2. Midwives — United States — Statistics. 3. Birth weight — United States — Statistics. 4. Hospitals, Gynecologic and obstetric — United States — Statistics. 5. United States — Statis-
Black dot indicates that this item is "depository"

BEST COPY AVAILABLE

Step 3. Take down the following information from the full listing:

- name of the author (Taffel, Selma)
- title of the publication
- the Monthly Catalog number (84-12893)
- the Superintendant of Documents number (HE20.6209:21/40)
- information as to whether a black dot accompanies the listing (black dots mean depository; no black dot means non-depository)

Step 4. Go to the librarian at the documents desk with this information. He or she will help you determine where the material is located in the library.

SUMMARY

A government document is a publication written and issued by a government such as the United States federal government or New York State.

The Government Documents section of the library receives many thousands of items including local, state, federal and United Nations documents.

The Monthly Catalog is the basic index for retrieving U.S. documents.

After using the Monthly Catalog and taking down the appropriate information about an item (see pages 47 - 49), go to the librarian at the documents desk who will help you locate the publication.

CHAPTER NINE

THE SOCIAL SCIENCES CITATION INDEX AND COMPUTERIZED INFORMATION RETRIEVAL

After reading this chapter, you will know:

- -what the Social Sciences Citation Index is
- -how it differs from other periodical indexes
- -how the library's service of computerized searching can help you in your research

I. THE SOCIAL SCIENCES CITATION INDEX

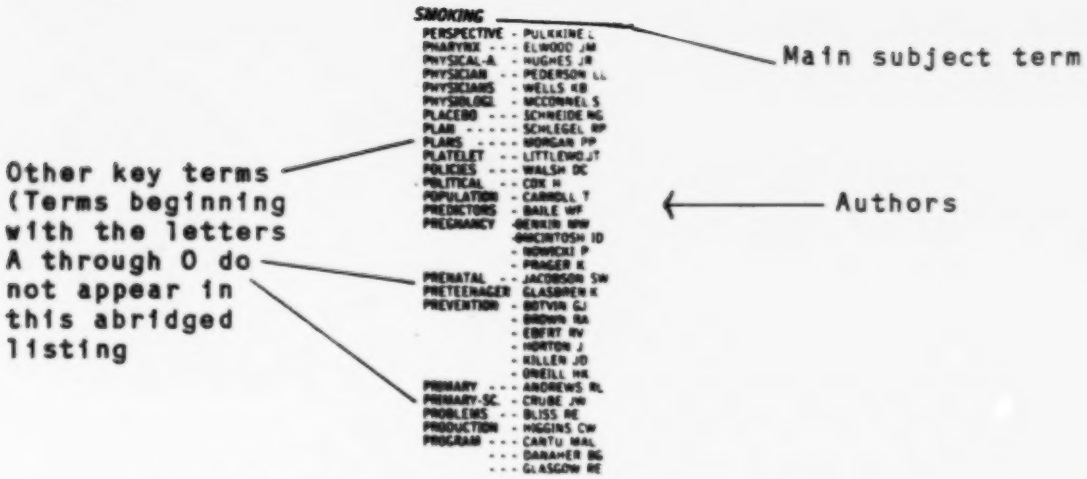
The Social Sciences Citation Index (SSCI), located on index shelf 11 in the Reference Room, is one of three similarly formatted indexes produced by the Institute for Scientific Information. (The other two members of its family are the Science Citation Index and the Arts and Humanities Citation Index.) It is sufficiently different from other indexes already reviewed in this book that it merits a separate discussion here.

SSCI indexes some 4500 journals altogether. These journals represent the broad range of the social sciences, and include such disciplines as anthropology, business and finance, economics, history, political science, and psychology. Approximately 80 specifically sociological journals are included in SSCI's coverage but many articles from the thousands of other journals indexed are relevant to sociological research. SSCI is divided into three main sections: the Source Index, the Permuterm Subject Index, and the Citation Index.

The Permuterm Subject Index

The Permuterm Subject Index is the section of the Social Sciences Citation Index that provides subject access to articles written during a given year. The subject terms used in the Permuterm Subject Index are taken directly from the titles of the articles indexed. Each significant word (or key term) of each title is put in an alphabetical listing. Under each of these terms appears other key terms (in smaller print) which have been used with the main term in a title. For instance, in the example on the next page, the words "Smoking" and "Pharynx" appear in the title of an article written by J.M. Elwood. The words "Smoking" and "Prevention" appear in the titles of articles by Botvin, Brown, Ebert, Horton, Killen, and O'Neill.

51


SMOKING
PERSPECTIVE - PULKKINE L
PHARYNX - - - ELWOOD JM
PHYSICAL-A - HUGHES JR
PHYSICIAN - - PEDERSON LL
PHYSICIANS - WELLS KB
PHYSIOLOGI - MCCONNELL S
PLACEBO - - - SCHNEIDE NG
PLAB - - - - - SCHLEGEL RP
PLANS - - - - MORGAN PP
PLATELET - - LITTLEWOJT
POLICIES - - - WALSH DC
POLITICAL - - COX R
POPULATION - CARROLL T
PREDICTORS - BAILE WF
PREGNANCY - BERKID RRW
- MACINTOSH ID
- NOWICKI P
- PRAGER K
PRENATAL - - - JACOBSON SW
PRETEENAGER GLASBREN K
PREVENTION - BOTVIN GJ
- BROWN BA
- EBERT RV
- HORTON J
- KILLEN JD
- OREILL HK
PRIMARY - - - ANDREWS RL
PRIMARY-SC - CRUBE JW
PROBLEMS - - BLISS RE
PRODUCTION - HIGGINS CW
PROGRAM - - - CARTU MAL
- - - DARAMER BG
- - - GLASGOW RE
Main subject term
Authors
Other key terms (Terms beginning with the letters A through O do not appear in this abridged listing

Using the example above, let's say you are doing research on the effect of smoking on pregnant women. You could look in SSCI's Permuterm Subject Index under the heading "Smoking." Having found that term, you would look through the listing underneath for the terms "Pregnancy" or, perhaps, "Pregnant." Looking at our example we see that the terms "Smoking" and "Pregnancy" do appear together in the titles of articles written by Enkin, McIntosh, Nowichi, and Prager. It is possible also that the article by Jacobson, which has the terms "Smoking" and "Prenatal" in its title, may be relevant as well.

After finding the names of authors who have written on your subject, you would then move on to the Source Index, the section of SSCI which cites articles more completely. (See following page for description.)

Advantages of the Permutern Subject Approach

This feature of identifying articles by linking key words in their titles is a rather special one. Most of the other indexes we have studied use a "controlled vocabulary" approach which means their subject headings have been chosen and standardized by their editors, and are more or less fixed and unchanging from one volume to another. Occasionally, a controlled vocabulary source will fail a researcher because the subject headings it uses do not adequately describe a particular relationship of concepts. For instance, there are few indexes, if any, that would so conveniently provide you with the subject heading "Smoking and Pregnancy." In cases like this one, the key term approach of the Permuterm Index can be especially useful because of the way it identifies articles by linking concepts.

Still another advantage is that the key word approach will provide listings for brand new single terms just coming into use, whereas many controlled vocabulary sources will take a while before new terms are accepted into their pool of subject headings.

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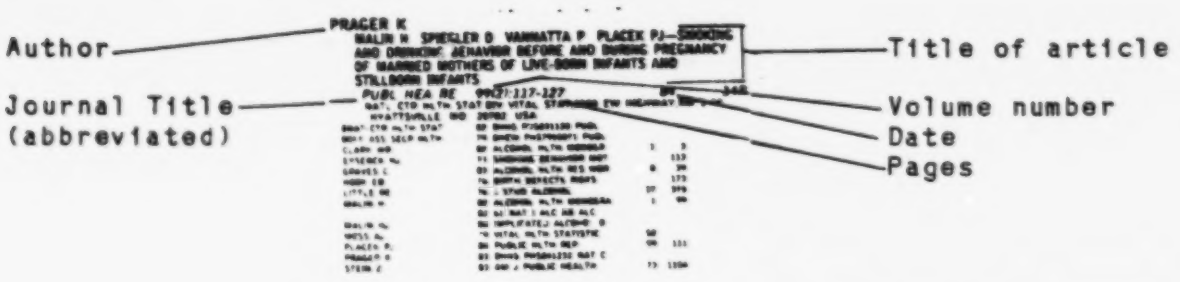
The Source Index

The Source Index is an alphabetical author index. If you have a particular author whose work you want to find, you can look his or her name up in SSCI's Source Index.

In our example on the previous page, if you wanted to get a more complete citation to the article by Prager, you would look under that name in the Source Index. The citation would look as follows:



The Source Index gives you the title of the article and the journal title with its volume number, date and pages. The very small print in the illustration is a listing of other sources cited in Prager's article.

The Citation Index

The most unique feature of SSCI is its Citation Index. In it, a researcher can look up a citation to an article written by an author in a previous year and find listed under it all the subsequent articles which make reference to it. The theory behind this format is that when one author cites another author, both are often writing on the same subject. So in effect, although you are searching by authors' names, this section is a type of subject index.

To use the Citation Index fruitfully, you would need to know of a previously written article, the author's name, the journal it appeared in, and/or the year it was published.

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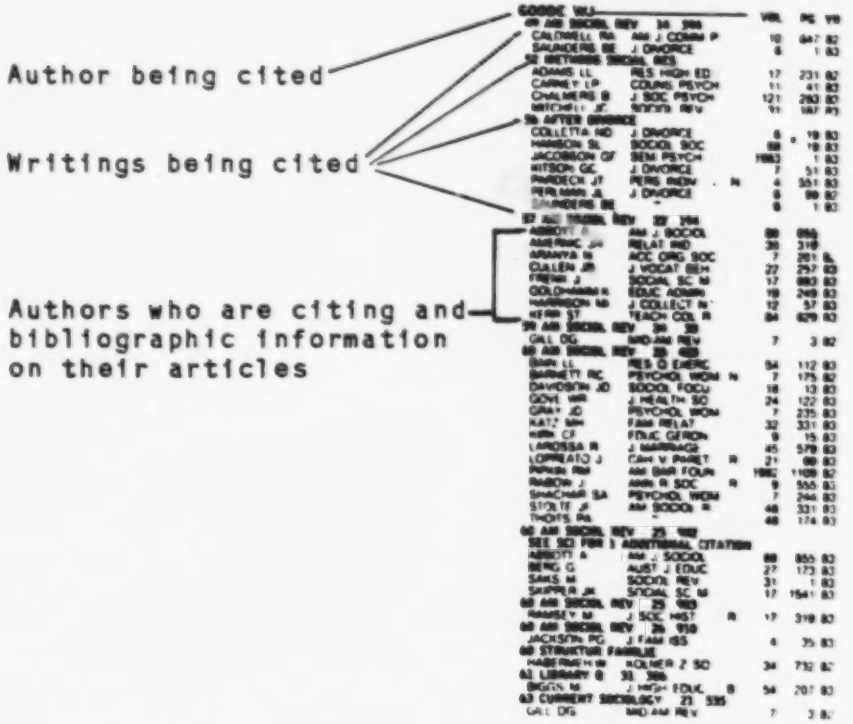
The example that follows is from the Citation Index section of the 1983 SSCI. In it, we see that during that year an article by W.J. Goode published in 1949 in the American Sociological Review, vol. 14, was cited by other writers on two occasions. Another article published in the American Sociological Review, vol. 22, 1957, was cited eight times during 1983. (Goode's list of cited publications for 1983 is too long to be entirely reproduced here.)

Note that the Citation Index also includes references to books. These are the citations without volume numbers (e.g. in 1952, Goode had a book published entitled Methods in Social Research; in 1956, another book was published entitled After Divorce).



II. Computerized Information Retrieval

In computerized information retrieval (also known as computer searching or data base searching), references to books, articles, and other documents can be obtained through the use of a computer system that the Library is linked up to. A librarian types in key terms which describe a research question. The computer then searches its database for titles which have been indexed by at least several of those key words.

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Computer searching has an advantage over manual searching of printed sources. As you know, when you search through printed indexes, it is usually possible to focus on only one term or concept at a time. As we just learned, the Social Sciences Citation Index allows you to search two concepts at once. But the computer can search any number of terms simultaneously and quickly identify items that deal with those concepts in relation to one another. Therefore, computer searching is especially useful when you are asking a research question that contains several variables, key terms, or related concepts.

At present, several hundred computerized databases are available for information retrieval. Many of these correspond to such printed indexes as Sociological Abstracts, Psychological Abstracts, Social Sciences Citation Index, etc.

The result of this type of search is a printed bibliography (often with summaries of the items listed) on a topic. The cost of this bibliography varies from database to database. For example, a 50 item bibliography retrieved from Sociological Abstracts would cost approximately thirteen dollars; from Psychological Abstracts, eight dollars; and from ERIC (an educational database), five dollars.

Computer searches may be requested at the Reference Desk. The waiting period between signing up for a search and the actual appointment is usually two to three days. The results of the search are received in the mail by the Library in about four working days.

CHAPTER TEN

RESEARCH PAPER MECHANICS

All the preceding chapters in this text have been concerned with how to find information in a wide variety of sources. The purpose of this chapter is to demonstrate how to acknowledge the sources you have used in the course of writing a research paper. It will show you how to refer to a source in the text of your paper, and how to format the list of sources at the end of your paper.

First, a word about the purpose of such acknowledgments from The Modern Researcher (3rd edition), by Jacques Barzun and Henry F. Graff: "They [footnotes] form the main part of the 'apparatus' that is said to distinguish a 'work of scholarship' from a 'popular work.' They give us confidence in the book that displays them by announcing to the world that the 'report' is open to anyone's verification. They declare in their way that the author is intellectually honest: he acknowledges his debts; and that he is democratically unassuming; the first comer can challenge him. From another source, The MLA Handbook for Writers of Research Papers (2nd edition), by Joseph Gibaldi and Walter S. Achtert, the following defines when it is necessary to acknowledge a source:

> you must document everything that you borrow--not only direct quotations and paraphrases but also information and ideas. Of course, common sense as well as ethics should determine what you document. For example, you rarely need to give sources for familiar proverbs ("You can't judge a book by its cover"), well-known quotations ("We shall overcome"), or common knowledge ("George Washington was the first president of the United States"). But you must indicate the source of any borrowed material that readers might otherwise mistake for your own.

Omitting necessary acknowledgments constitutes plagiarism, a form of academic dishonesty punishable by failure or expulsion!

There are many standard formats in use for acknowledging sources. They all attempt to provide complete information in a concise manner so that researchers can easily discern both what information is being acknowledged as coming from another source, and what that source is. When writing a research paper, it is

essential to select one of these formats and use it consistently throughout that paper. Frequently, your instructor will specify a certain standard he or she wants you to use. Many of these formats are described in detail in "style manuals" such as The MLA Handbook, The Chicago Manual of Style, the Publication Manual of the American Psychological Association, etc. These, and others like them, are available in the Reference Room. For the purposes of this chapter and the assignment that goes with it, we will be using the format preferred by the American Sociological Association (ASA). Because ASA has not published a style manual comparable to the ones listed above, the rest of this chapter will describe ASA format in some detail.

The first step in acknowledging a source is to indicate in the text of your paper what information is taken from another source, and what that source is. The current trend is to avoid using footnotes at the bottom of each page to indicate such sources; instead, the author's name, the date of publication, and, in some cases, a page or chapter number are included immediately following the material being acknowledged. The sources acknowledged in the text of your paper should all be included in a list of references at the end of the paper.

The remainder of this chapter will consist of examples with comments to illustrate how to acknowledge sources in the ASA format. These examples should be used as a guide when completing the assignment for this chapter, and may be used whenever your instructor advises you to follow the ASA style for source acknowledgment.

EXAMPLE 1 - A sentence from a journal article referring to a book by J.D. Bernal:

In this respect, Bernal (1971) regarded the social sciences as virtually incapacitated due to an unwillingness to probe the values and interests underlying the ideas associated with capitalism.

COMMENTS: Because the author's name is mentioned directly in the sentence, only the publication date is needed to complete the acknowledgment in this case. Had the name not been directly mentioned, it would have had to be included in the parentheses preceding the publication date and separated from it by a comma. In the list of references at the end of this article, Bernal's book would be cited as follows:

Bernal, J.D.
1971 Science in History. Volume I: The Emergence of Science. Cambridge, MA: MIT Press.

COMMENTS: The author's surname comes first, followed by a comma, a space, and the author's initials. If the source cited had given complete forenames, these would be used instead of the initials. On the next line, three spaces precede the year of publication, followed three spaces later by the title of the book. In this example, the book is actually the first volume of a two-volume work. The title of the entire work (Science in History) is given first followed by a period. Then the volume number (in roman numerals) followed by a colon and the title of that particular volume (The Emergence of Science), then a period. The title is not underlined.* All significant words in the title as well as the "the" following the colon, have their first letters capitalized. After the title comes the place of publication (Cambridge, MA), a colon, and the publisher (MIT Press) followed by a period. Note how any lines following the title are indented so as to align with the beginning of the title.

EXAMPLE 2 - A sentence from an article which acknowledges a book that has two authors:

The full integration of minorities into their natural communities has been a prime endeavor of the United Nations Educational, Scientific, and Cultural Organization (UNESCO) since its inception in 1946 (Wagley and Harris, 1958).

COMMENTS: Since the authors' names have not been mentioned directly, they must be included in parentheses at the end of the information which comes from their book, followed by a comma and the date the book was published. The authors' names are in the order in which they appear on the book's title page. The citation for this book would be:

Wagley, Charles and Marvin Harris
1958 Minorities in the New World: Six Case Studies. New York: Columbia University Press.

COMMENTS: The first author's name is given in inverted order; the second's (and any additional authors if there are more than two) in normal order. There is no punctuation after the authors' names. (In Example 1, the period after the author's name was required because only an initial was used.) The title of the book consists of the main title (Minorities in the New World) and the subtitle (Six Case Studies) separated by a colon. Otherwise, this reference is identical to the first example.

*According to ASA style, titles are not underlined when they appear as bibliogrpahic references at the end of articles or papers. They are underlined when written out within the text of a work. See examples on this and other pages.

EXAMPLE 3 - A sentence acknowledging a specific page in a book:

Hirschman (1970:30) calls this behavior resorting "to voice, rather than exit."

COMMENTS: The information in parentheses indicates that the quoted material comes from page 30 of Hirschman's work published in 1970. The publication date and page number are separated by a colon. In the list of references, the book would be cited as follows:

Hirschman, Albert O.
1970 Exit, Voice, and Loyalty. Cambridge, MA: Harvard University Press.

COMMENTS: The page number is not included here.

EXAMPLE 4 - This sentence refers to an essay in a collection or anthology of essays:

Alejandra Portes suggests (1981) that ethnic entrepreneurial development takes place when immigrant firms are linked in related input, output, and labor markets through an "enclave economy."

The bibliographical reference would read as follows:

Portes, Alejandro
1981 "Modes of structural incorporation and present theories of immigration." Pp. 279-298 in Mary M. Knitz, Charles B. Keely, and Silvano M. Tomasi (eds.), Global Trends in Migration. Staten Island, NY: CMS Press.

COMMENTS: As in the preceding examples, the author's name comes first. In this case, it is the author of the specific essay whose name is given. Next comes the publication date of the collection followed by the title of the essay within quotation marks. This is followed by the page numbers in the collection on which the essay appears, the word "in" and the editors' names (in normal order) followed by the abbreviation for "editors" in parentheses. Finally, as in other references to books, the citation ends with a place of publication and a publisher's name.

At this point, let's take a look at a few notes about what kind of publication information should be included in references to books. These notes are taken from the Publication Manual of the American Psychological Association:

Give the city and, if the city is not well known for publishing or could be confused with another location, the state (or country) where the publisher is located. Use U.S. Postal Service abbreviations for states.

Give the name of the publisher in as brief a form as is intelligible. Spell out the names of associations and university presses, but omit superfluous terms such as "Publishers," "Co.", or "Inc." that are not required for easy identification of the publisher.

If two or more publisher locations are given, give the location listed first in the book or, if specified, the location of the publisher's home office.

Now, let's return to our examples.

EXAMPLE 5 - A sentence referring to an idea or concept developed in several sources:

To speak of ideology is to recognize that ideas embody values and interests and may be limited by the set of social and political forces that characterize a particular society (Billig, 1976; Horkheimer, 1972; Mills, 1961).

COMMENTS: The sources are listed in alphabetical order and separated from one another by semi-colons. The references for these sources would look like this:

Billig, Michael
1976 Social Psychology and Intergroup Relations. London: Academic Press.

Horkheimer, Max
1972 Critical Theory: Selected Essays. New York: Continuum.

Mills, Charles Wright
1961 The Sociological Imagination. New York: Grove.

COMMENTS: These are all straightforward references to books.

EXAMPLE 6 - A reference to a journal article:

The interrelationships between education and prejudice have been explored in detail by Jackman (1973).

COMMENTS: Referred to exactly as a book would be. However, the citation would look like this:

Jackman, Mary R.
1973 "Education and prejudice or education and response-set?" American Sociological Review 38:327-39.

COMMENTS: The author of the article and the date of publication follow the same format as for a book. The next element of the citation is the title of the article within quotation marks. After the article title is the title of the journal (American Sociological Review) in which the article appeared followed immediately (with no punctuation) by the volume number (38), a colon, and the page numbers the article appeared on (327-39).

As is the case with most scholarly journals, the volume and page numbers are all that is required to enable a reader to find the cited article. This is because these journals usually number their pages sequentially through the entire volume/year. For example, if the January 1980 issue ends on page 132, the February 1980 issue would begin on page 133. At the beginning of a new volume/year, pagination restarts with page 1.

EXAMPLE 7 - A reference to a popular, monthly magazine.

Another article on attitudes toward racial integration focussed on white college students (Greeley and Sheatsley, 1971).

COMMENTS: Nothing new here, but the citation looks like this:

Greeley, Andrew M. and Paul B. Sheatsley
1971 "Attitudes toward racial integration." Scientific American 225(December):13-19.

COMMENTS: The difference between this reference and Example 6 is that most popular magazines do not number sequentially through the whole volume/year. Each issue begins with page 1, so there will be twelve groups of pages 13 to 19 in volume 225 of Scientific American. Therefore, more information is required in the citation to enable a reader to easily find the article being referred to. This information is provided by including the month of the issue in parentheses immediately following the volume number. (Option: instead of a month, you may prefer to use an issue number. Since the December issue of Scientific American is issue number 12, the end of the above citation would then be: 225(12):13-19. The important thing is to use one format consistently throughout.)

EXAMPLE 8 - A reference to an article in a popular, weekly magazine:

An estimated 37 million viewers saw the program, and Jacob reported receiving up to 10 letters and phone enquiries in the following week (Bergreen, 1980).

This would be cited as follows:

Bergreen, Laurence
1980 "How a '60 minutes' report on the 'wonder drug' called DMSO created an avalanche of mail - and a national controversy." TV Guide, July 26:3-6.

COMMENTS: Weekly magazines are identified by their cover date following the magazine name and before the article page numbers, and punctuated as shown.

EXAMPLE 9 - A sentence containing factual information attributed to two magazines:

Surveys showed that it consistently maintained its portion of prestige among black organizations (Fortune, 1968; Time, 1970).

COMMENTS: Authors' names were not available for these articles in the magazines they were published in, so the names of the magazines are given instead. The titles are underlined because they appear in the text. In the list of references, the relevant citations would read as follows:

Fortune
1968 "What Negroes think." 77 (January):148.

Time
1970 "The black mood: more militant, more hopeful, more determined." April 6:28-29.

COMMENTS: The first citation is to a monthly magazine; the second to a weekly. Because no authors' names are given, the names of the magazines become the identifying elements and come first in the citations.

EXAMPLE 10 - A reference to a newspaper article:

By the early 1970s, rural black organizations were losing members, funds, and influence as they adopted more strident black nationalist positions (New York Times, 1967).

Comments: As in the acknowledgments in Example 9, the name of the newspaper is given because the article was unsigned. The title is underlined because it appears in the text. The reference would look like this:

New York Times
1967 "Rights gifts lag, Dr. King reports." May 29:15.

Comments: Format is the same as in Example 9.

EXAMPLE 11 - This sentence refers to a newspaper article where a reporter's name is given:

As one youth delegate put it, "We are not saying, 'Destroy the N.A.A.C.P., but save the N.A.A.C.P.'" (Johnson, 1968:26).

COMMENTS: The reporter's name is used in the acknowledgment. Also, because a direct quotation is used, a page number is included. The reference follows:

Johnson, Thomas A.
1968 "N.A.A.C.P. youths quit convention." New York Times, June 29:26.

COMMENTS: The article is listed under the reporter's name.

EXAMPLE 12 - Sometimes, it is necessary to refer to two works by the same person, published in the same year. This is how it's done:

While these changes increased the availability and responsiveness of services, they also included a strong element of social control (Morgan, 1981b:243).

Strategies for handling domestic violence have emerged which emphasize alcohol problems, though the research literature is skeptical of a causal link (Morgan, 1981a).

COMMENTS: The letters following the publication dates are used to differentiate between these publications. The corresponding references would look like this:

Morgan, Patricia
1981a "From battered wife to program client: The impact of the state in the shaping of a social problem." Kapitalistate 9:1-16.

1981b "Systems in crisis: Social welfare and the state's management of alcohol problems." Contemporary Drug Problems 10:243-261.

COMMENTS: The author's name is not repeated at the start of the second reference. The references are in alphabetical order by article title. The format would be the same for two items by the same author published in different year except, of course, the letters after the publication dates would be omitted.

EXAMPLE 13 - Sometimes, authors will refer to unpublished information, such as a paper presented at a conference:

The alcoholic thus hits bottom sooner, breaks through denial more easily, and becomes more receptive to treatment (Roman and Trice, 1967).

This would be cited as:

Roman, Paul and Harrison Trice
1967 "Alcoholism and problem drinking as social roles: The effects of constructive coercion." Paper presented at the annual meetings of the Society for the Study of Social Problems, San Francisco, August 26.

COMMENTS: The title of the paper is cited the same way as an article in a journal or newspaper would be. Instead of the name of the journal, however, information concerning the conference, where it took place, and its date are given.

EXAMPLE 14 - A reference to an unpublished Ph.D. dissertation:

This common orientation toward small business generates a favorable environment within the immigrant firm as Bailey (1983) has pointed out.

This would be cited as:

Bailey, Thomas
1983 "Labor market competition and economic mobility in low-wage employment: A case study of immigrants in the restaurant industry." Unpublished Ph.D. dissertation, Department of Economics, Massachusetts Institute of Technology.

COMMENTS: Again, the dissertation title is within quotation marks as is the case for journal articles and unpublished conference papers. The title is followed by the information that this is an unpublished dissertation, and the department and university which awarded the degree.

EXAMPLE 15 - A reference to a publication of the United States Government:

The National Institute of Mental Health study (1982) is probably the most comprehensive report on the subject of television's effects on behavior.

COMMENTS: In this example, the author is a corporate body (National Institute of Mental Health), and not an individual. The bibliographic reference follows:

National Institute of Mental Health
1982 Television and Behavior: Ten Years of Scientific Progress and Implications for the Eighties (DHHS Publication No. ADM 82-1195). Washington, DC: U.S. Government Printing Office.

COMMENTS: This looks very similar to a book reference, except for the publication number in parentheses following the title. This type of report number information should be included for government documents if it is readily available on the item's title page.

EXAMPLE 16 - A very useful type of government document is a transcript of a House or Senate Committee Hearing. One is referred to below:

New Jersey's efforts to deal with the problem of wife-abuse are described in testimony before the House Committee on Education and Labor (1979:71-83).

COMMENTS: Again, we are dealing with a corporate rather than a personal entry. Page references are included in the parenthetical acknowledgment because the testimony in question comprises only one part of a lengthy transcript which includes other testimony on related subjects. The bibliographical reference for this document would look like this:

U.S. House. Committee on Education and Labor.
1979 Domestic Violence: Prevention and Services. Hearings before the Subcommittee on Select Education of the Committee on Education and Labor, July 10, 11, 1979. Washington, DC: U.S. Government Printing Office.

COMMENTS: This format would be used for any publication of a House or Senate committee. The entry should always begin with U.S., followed by the name of the appropriate chamber (House or

Senate), followed by the name of the committee (not the subcommittee). These elements are separated by periods. Following the date of publication is the title of the document in question (in our example, Domestic Violence: Prevention and Services) which can be found on the title page. After this comes information about the kind of committee document it is. In the above example, we are told that the document represents hearings which took place before a subcommittee of a House committee on the two days indicated (July 10, 11, 1979). This information also comes directly from the title page. The reference ends, as usual, with the place of publication and the publisher.

Index to Examples

This index should help you find the appropriate example(s) to use as a model for acknowledging a particular type of source.

Book reference--Example 1

Book with two authors--Example 2

Specific page in a book--Example 3

Essay in a collection--Example 4

Acknowledging several sources at once--Example 5

Acknowledging an article in a scholarly journal--Example 6

Popular, monthly magazine, with author's name--Example 7

Popular, weekly magazine, with author's name--Example 8

Two magazines, one monthly, one weekly, anonymous--Example 9

Newspaper article, reporter's name given--Example 10

Newspaper article, anonymous--Example 11

Two works by the same author in the same year--Example 12

Unpublished conference paper--Example 13

Unpublished doctoral dissertation--Example 14

Government publication--Example 15

House or Senate committee publication--Example 16

Sample Article with List of References

This chapter concludes with some sample pages reproduced from an article which appeared in the American Sociological Review in February 1985. These pages illustrate how sources are acknowledged in the text of an article, and what a typical list of references at the end of an article looks like.

SEX AND POWER IN INTERACTION: CONVERSATIONAL PRIVILEGES AND DUTIES*

PETER KOLLOCK PHILIP BLUMSTEIN PEPPER SCHWARTZ
University of Washington

This paper examines conversational behavior which previous research suggests is differentiated on the basis of sex. Interaction is conceptualized in terms of a sexual division of labor wherein men dominate conversation and women behave in a supportive manner. The literature raises the question of whether these differences in conversational patterns are tied to power as well as sex. A study was designed to determine which of a set of variables reflecting conversational duties and privileges are linked to power, to sex, or to both. The data were coded from interactions of intimate couples divided among those with both partners sharing power equally and those where one partner has more power. Three types of couples were compared: cross-sex couples, male couples, and female couples. Interruptions and back channels are linked to power regardless of the sex of the actor, as are tag questions, although the rarity of their occurrence makes any conclusions tentative. The more powerful person interrupts his or her partner more and produces lower rates of back channels and tag questions. Talking time and question asking seemed linked to both sex and power, though not in any simple way. The results of the analyses of minimal responses and overlaps proved inconclusive.

In recent years there has been a growing research interest in sex differences in speech (e.g., Thorne and Henley, 1975; Thorne et al., 1983). Conversational behavior, it was once argued, can be viewed as having a "male dialect" and a "female dialect" (Kramer, 1974). More recent commentators feel that such a conceptualization exaggerates and at the same time oversimplifies the differences between men's and women's speech (Thorne et al., 1983:14). However, neither these authors, nor any others, deny that there are significant sex differences in verbal interaction.

As various sex differences were observed, some authors began to look at possible reasons for their existence and at their implications. Notably, some researchers (cf. Fishman, 1978; Thorne and Henley, 1975) felt that these differences were tied not solely to sex, but to power as well. In looking, for example, at differences in the amount of time spent talking, at terms of address, and at interruption patterns, the implication was that observed sex differences in language mirror the overall difference in power between men and women, and that the way in which people communicate reflects and reinforces the hierarchical relationships that exist around them.

As intriguing or intuitively appealing as these questions may be, there have been few studies to test empirically what relationship power and sex have to the observed differences in men's and women's speech.

A MODEL OF TURN TAKING IN CONVERSATION

Our analysis of conversation is based on a model of turn taking derived from the work of Sacks et al. (1974) and of Zimmerman and West (1975) on the organization of verbal interaction. Conversation is organized to insure that one speaker talks at a time and that change of speakers occurs. A speaker's turn should not be thought of merely as the segments of time he or she speaks. Rather it is a concrete as well as symbolic platform on which an actor may accomplish his or her interactional goals and may also block the other person from effectively delivering a message. Speaking turns can have attached to them responsibilities, obligations, or privileges. Consequently, they

*Direct all correspondence to: Peter Kollock, Philip Blumstein, and Pepper Schwartz, Department of Sociology, DK-40, University of Washington, Seattle, WA 98195.

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The authors are grateful to these colleagues for comments on an earlier draft of this paper: Nancy Durbin, Mary Rogers Gillmore, Laurie Russell Hatch, Judith A. Howard, Mary Savage Leber, Anne Martin, Barbara Risman, Donald Stull, and Toshio Yamagishi. We would also like to thank Sandra Hayashi for her work in coding the conversations.

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may not be equally distributed and are often fought for. Much of the time the transition between turns occurs smoothly with little or no gap or overlap in the conversation. In order to accomplish this, a listener must anticipate when the end of a sentence will occur or infer when the speaker has finished a thought. The implication, then, is that each person must work and continuously analyze the conversation in order to keep it going smoothly. Conversation involves both active "speakership" and active "listenership," the roles being continuously exchanged (Zimmerman and West 1975:108).

This model is more than an abstract representation of how conversation works. It also reflects the normative ordering of talk: these are the rules of turn taking, and speakers are constrained to respect and obey them—at least in their broadest strokes—or risk sanctions. It is important to recognize that there are implicit rules that govern "polite" or "proper" conversation and that a certain amount of work must necessarily be done by the participants if the interaction is to go smoothly. In looking at a conversation we may then ask which persons are respecting these implicit rules and which persons are violating or ignoring them. The rules of turn taking may not apply equally to all classes of actors. In most every society sex is a basis for allocating tasks, responsibilities, duties and privileges, and the empirical literature suggests that such a division between men and women exists in terms of duties and privileges in conversation (cf. Fishman, 1978).

CONVERSATIONAL DIVISION OF LABOR

There are two major elements to the division of labor within verbal interaction: conversational dominance and conversational support. A conversation can be dominated by using a disproportionate amount of the available time as well as through the use of interruptions which serve to gain the floor. In addition, interruptions can be a sign of disregard toward the rules and etiquette of polite exchange as well as a projection on the speaker's part that he or she is worthy of more attention—has more of value to say and less to learn—than the other party.

With regard to the amount of time spent talking, the stereotype—as expressed in such folk expressions as the Scots' "Nothing is so unnatural as a talkative man or a quiet woman" (cited in Swacker, 1975)—is that women are more loquacious. A large body of research, however, indicates that men talk more than women do (Argyle et al., 1968; Bernard, 1972; Hilpert et al., 1975; Kester, cited in Kramer, 1974; Marlatt, 1970; Rosenfeld, 1966; Soskin and John, 1963; Strodtbeck, 1951; Swacker, 1975).

Research on interruptions has generally shown that men interrupt women much more often than women interrupt men (Argyle et al., 1968; Eakins and Eakins, 1978; Kester, in Kramer; 1974; Natale et al., 1979; Octigan and Niederman, 1979; Zimmerman and West, 1975). Zimmerman and West felt that the differences among cross-sex dyads were reflections of the power and dominance enjoyed by men in society, and in a subsequent study (West and Zimmerman, 1977) found the same sort of marked asymmetry in rates of interruptions among adult–child dyads, thereby giving further credence to the idea that the differences were tied to status. The notion that interruptions are a form of dominance is also supported in the work of Courtright et al. (1979), Eakins and Eakins (1978), Rogers and Jones (1975), and West (1984).

The work of Sacks et al. (1974) on turn taking makes clear that some sort of work is necessary to insure smooth transitions between turns. Fishman (1978:399) expands on the idea of "interactional work":

> In a sense, every remark or turn at speaking should be seen as an attempt to interact. Some attempts succeed; others fail. For an attempt to succeed, the other party must be willing to do further interactional work. That other person has the power to turn an attempt into a conversation or to stop it dead.

In the literature on behaviors which help to keep the conversation going and which may serve to support the speaker, three types of speech element are central. These are the use of (1) questions, (2) tag questions, and (3) minimal responses. In her study of interactional work, Fishman (1978) found that women asked two and a half times as many questions as men. Questions, like greetings, evoke further conversation in that they require a response. The asking of questions supports the conversation by insuring minimal interaction. Fishman also found differences in the use of minimal responses. By a minimal response is meant such simple one- or two-word responses as "yeah," "uh huh," or "umm." Schegloff (1972) points out that one speaker will often intersperse minimal responses within another speaker's turn, not as a way of interrupting or invading the other's turn, but rather as a way of displaying interest and support for what the other person is saying. Minimal responses, however, can be used in various ways.

Fishman argues that males use them as lazy ways of filling a turn and as a way of showing a lack of interest (the woman may make a long statement touching on a variety of issues to

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(cf. Leik, 1963); intimate couples should be compared to more distant relationships; and multifaceted relationships, e.g., marriages, should be held up against single-purpose associations.

We measured power with several questionnaire items dealing with the partners' relative influence over decision making. These items are indirect reflections of the underlying power structure. It is our preference for a structural definition of power, seeing it as the consequence of relative dependency and deriving from the actors' differential resources and differential alternatives (Emerson, 1962). Thus it is unfortunate that we have to rely solely on the influence measures. Relative influence is a *consequence* of structural power, but other factors such as bargaining competence may also affect the influence process.

We have seen that power dynamics can create the conversational division of labor usually attributed to sex. We have also seen that sex *by itself* has very little or nothing to do with such a division of labor. We have succeeded at unconfounding sex and power. This should not, however, keep us from recognizing how closely tied they generally are among heterosexual couples (Cromwell and Olson, 1975). Understanding that power differences can create the *appearance* of sex differences does not reduce the *realities* of sexual inequality.

Some of our findings have invoked explanations based on an interaction between power and sex—for example, the anomalously talkative behavior of the men in cross-sex couples who are less powerful than their partners, and the high degree of support from the men in male couples who are more powerful than their partners. These explanations were of the form: males (or females), *in a certain kind of relationship* (with a male or female partner), and *in a certain kind of power position* (higher, equal, or lower) behave in a manner that could not be predicted by sex, power, or type of relationship alone. There is therefore clear explanatory utility to the concept of sex, but only when key structural conditions are considered. Men are different from women. Structural properties of their relationship will often affect them similarly, but some combinations of properties will produce unique outcomes. Without consideration of those structural effects, sex, as a quality of persons, appears to be a concept of limited utility in understanding the nature of conversation.

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